



Example of School Principal Job Description

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Our growing company is looking to fill the role of school principal. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for school principal

- Build the high school schedule and oversee all student scheduling with teacher advisors and counselors
- Coordinate the high school state assessments
- Provide a comprehensive and accredited K-12 education program on a military facility for 180 days of academic instruction per school year in accordance with Department of Defense Education Activity (DODEA) staffing standards
- Provide a program of high quality K-12 education for dependents of military and civilian personnel of the United States government, contractor employees and host country nationals stationed in the United States and overseas
- Manage the accreditation process
- Serve as the instructional leader who monitors the delivery and evaluation of the education program and manages the facilities, personnel matters, and logistical support for the school
- Supervise and evaluate the performance of staff assigned to the school including principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians
- Develop and implement health, safety analysis, security, fire, and crisis intervention plans for the school
- Administer current and previous K-12 student education records utilizing Administrator's Plus database system or equivalent systems and provide copies of transcripts when/if requested

Qualifications for school principal

- Models a growing and vibrant Christian witness
- Strong team builder, who will work in conjunction with HBC staff and HBS Committee to develop a culture with Christian values, philosophy, and mission
- Meet Georgia certification requirements in educational leadership for school principal
- Able to recruit, develop, and lead HBS faculty and staff to educate the future leaders of our community, nation, and world with a Biblical worldview
- Understands and applies high performance and data-driven practices to ensure educational achievement
- Build and sustain positive relationships with staff, parents, colleagues, community