



ANDERSON SCHOOL DISTRICT THREE
Iva, South Carolina

JOB DESCRIPTION

TITLE: Elementary Principal

QUALIFICATIONS:

1. Master's Degree or higher from an accredited college or university
2. Certification as an elementary school administrator in South Carolina
3. Five or more years of successful teaching experience.
4. Demonstrated leadership ability in working with students, teachers, parents, and the public
5. ADEPT endorsement preferred

REPORTS TO: Superintendent

JOB GOAL: To lead the school, its personnel, programs and activities in a direction to yield the highest standards of achievement for all students in an engaging, encouraging environment.

Major Responsibilities/Leadership Qualities Required:

1. Commitment to developing and maintaining a school culture focused on students' best interest in academic performance as well as social and emotional development
2. Extensive knowledge of innovative instructional methods and strategies
3. Extensive experience with curriculum/instruction/assessment development and implementation
4. Outstanding progress-focused leadership skills committed to positive results
5. Advanced computer literacy skills, including integration of teaching and learning technologies
6. Interpersonal skills that promote collaboration, professionalism, and relationship building
7. Ability to assemble and analyze data to determine school trends and performance as indicated by summative and formative assessment
8. Commitment to recruiting, selecting, developing, managing, and retaining a skilled workforce that is dedicated to maintaining a positive school culture/climate

9. Ability to act as a liaison between the school and community, interpreting policies of the school and encouraging community participation in school activities
10. Effective management and further development of available financial resources
11. Preparation, monitoring, and completion of necessary state and federal reports
12. Promotion of public understanding and support of public school
13. Strong organizational writing and speaking skills
14. Supervision of the emergency preparedness program and drills for the school
15. Assume responsibility for the safety and administration of the school plant
16. Performs other duties as assigned

TERMS OF EMPLOYMENT: 215 days, salary based on district salary schedule

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative and Supervisory Personnel.