



Charleston County SCHOOL DISTRICT

Job Vacancy: School Principal (Multiple Locations & Levels) Certified Administrator 240 Days

Purpose	Directs and coordinates educational, administrative, and counseling activities of an elementary, middle, high, or alternative school. Job responsibilities may be performed either personally or through subordinate supervisors and/or personnel.
Required Qualifications	Masters; minimum of three years teaching experience; two years experience as an Assistant Principal, or an equivalent administrative position; SC (or equivalent) Certification in appropriate school level administration
Preferred Qualifications	Five years teaching experience; three to five years administrative experience
Primary Responsibilities	1. Plans, organizes and directs the activities of an elementary, middle, high, or alternative school; 2. Cultivates a vision for the school with measurable goals and strategies for implementation; 3. Carries out supervisory responsibilities in accordance with the school district's policies, procedures and applicable laws; 4. Utilizes data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students; 5. Utilizes data to develop and monitor student behavioral/health initiatives; 6. Confers with teachers and students concerning educational and behavioral initiatives in the school; 7. Supervises the instructional program and assists teachers in personal growth improvement; 8. Manages subordinate supervisors, teaching staff and support staff within assigned school; 9. Plans, assigns and directs employees' work responsibilities; 10. Assumes responsibility for interviewing, hiring, training and appraising the work performance of all employees; 11. Assumes responsibility for the overall direction, coordination and evaluation of all activities within assigned school; 12. Plans and monitors the school budgets, including the requisition and allocation of supplies, equipment and instructional materials as needed; 13. Directs preparation of class schedules, cumulative records and attendance reports; 14. Addresses concerns and resolves problems; 15. Provides for the safety and security of all students and staff by walking about the school campus and facility and planning and directing building maintenance; 16. Develops and implements a professional growth plan; 17. Establishes and maintains relationships with colleges, community organizations and other schools to coordinate educational services; and 18. Performs all other duties requested by the supervisor.
Current Avg Salary	\$152,650 – salary dependent upon grade level and size of school

Submit resume and cover letter to <https://www.applitrack.com/ccsdschools/onlineapp/>
Early Childhood Principal Pool – Job 33036 Elementary Principal Pool – Job 33037
Middle School Principal Pool – Job 33039 High School Principal Pool - 33041