

**Job Vacancy: Chicora Elementary School Principal
 Certified Administrator 240 Days**

Purpose	Directs and coordinates educational, administrative, and counseling activities of an elementary 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 Certification in appropriate school level administration
Preferred Qualifications	Five years teaching experience; three to five years administrative experience
Primary Responsibilities	<ol style="list-style-type: none"> 1. Plans, organizes and directs the activities of an elementary school with approximately 550 students; 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; 18. Performs all other duties requested by the supervisor; and 19. Commits to the development of staff's cultural proficiency.
Salary	\$73,900-\$126,680

Submit resume and cover letter to susan_bell@charleston.k12.sc.us