

**Job Vacancy: Baptist Hill Middle/High School Principal  
 Certified Administrator 240 Days**

<b>Purpose</b>	Directs and coordinates educational, administrative, and counseling activities of a high school. Job responsibilities may be performed either personally or through subordinate supervisors and/or personnel.
<b>Required Qualifications</b>	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
<b>Preferred Qualifications</b>	Five years teaching experience; three to five years administrative experience
<b>Primary Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Plans, organizes and directs the activities of a high school with approximately 450 students;</li> <li>2. Cultivates a vision for the school with measurable goals and strategies for implementation;</li> <li>3. Carries out supervisory responsibilities in accordance with the school district's policies, procedures and applicable laws;</li> <li>4. Utilizes data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students;</li> <li>5. Utilizes data to develop and monitor student behavioral/health initiatives;</li> <li>6. Confers with teachers and students concerning educational and behavioral initiatives in the school;</li> <li>7. Supervises the instructional program and assists teachers in personal growth improvement;</li> <li>8. Manages subordinate supervisors, teaching staff and support staff within assigned school;</li> <li>9. Plans, assigns and directs employees' work responsibilities;</li> <li>10. Assumes responsibility for interviewing , hiring, training and appraising the work ' performance of all employees;</li> <li>11. Assumes responsibility for the overall direction, coordination and evaluation of all activities within assigned school;</li> <li>12. Plans and monitors the school budgets, including the requisition and allocation of supplies, equipment and instructional materials as needed;</li> <li>13. Directs preparation of class schedules, cumulative records and attendance reports;</li> <li>14. Addresses concerns and resolves problems;</li> <li>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;</li> <li>16. Develops and implements a professional growth plan;</li> <li>17. Establishes and maintains relationships with colleges, community organizations and other schools to coordinate educational services; and</li> <li>18. Performs all other duties requested by the supervisor.</li> </ol>
<b>Salary</b>	<b>\$73,900-\$126,680</b>

Send resume and cover letter to [susan\\_bell@charleston.k12.sc.us](mailto:susan_bell@charleston.k12.sc.us)