

**WASHINGTON COUNTY BOARD OF EDUCATION  
JOB ANNOUNCEMENT**

**POSTING DATE:** September 13, 2022  
**JOB TITLE:** Principal – Washington County High School

This will be a 12-month (240 day) position. The minimum salary will be based on the salary matrix with degree and number of years' experience. A complete salary schedule can be found at [wcbek12.org](http://wcbek12.org) under **Human Resources**.

**Completed applications, including a copy of your certificate, a copy of your transcript, and the Principal/Assistant Principal Insert are to be submitted to the Central Office at the Washington County Board of Education, 229 Granade Avenue, Chatom, Alabama. Applications can be emailed to [lisa.connell@wcbek12.org](mailto:lisa.connell@wcbek12.org) and [alisha.singleton@wcbek12.org](mailto:alisha.singleton@wcbek12.org). Incomplete packets will not be considered.**

**The deadline for submitting applications is Tuesday, September 27, 2022, at 4:00 P.M.**

**JOB GOAL:**

To administer and supervise all the activities and personnel within an assigned school, and to work to establish an educational environment that motivates faculty and students to develop to their fullest possible potential.

**RESPONSIBLE TO:** Superintendent

**QUALIFICATIONS:**

- The Principal shall have the professional qualifications of a teacher in Alabama, and it shall be required that the Principal at a minimum hold a master's degree from an accredited institution with a certification in Class A, Educational Administrator (081), Class A, Instructional Leader (210) or Class A, Principal (088).
- A minimum of three (3) years successful teaching experience and administrative experience as a Principal and/or Assistant Principal preferred.
- Demonstrated leadership, administrative and supervisory qualities.
- Effective skills in human relations.
- Proficiency in verbal and written communication skills.
- Successful participation in professional development activities on the individual, local school and school system levels.
- Exhibit educational, civic and community involvement.

**DUTIES AND RESPONSIBILITIES:**

- Supervise the school's instructional and extracurricular programs and all activities within the school.
- Work toward the improvement of the instructional program within the school through faculty study groups and other evaluation processes.
- Implement all board policies and administrative rules and regulations.
- Develop and encourage programs of orientation and self-improvement of teachers and others within the school.
- Determine the work assignment of all professional personnel assigned to the school.
- Plan and conduct faculty meetings.
- Observe and review the performance of all personnel to provide a basis for effective counseling and for encouraging optimum performance.
- Assist in the selection of teaching personnel and recommend to the Superintendent candidates for available positions.
- Provide for the health, safety and welfare of students and staff within the school.
- Maintain standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
- Coordinate the use of student transportation services provided for the school.
- Develop working relationships among school staff and school system resource personnel available to the school.
- Make regular and thorough inspections of the school plant and school properties and report needed maintenance to designated person at district level.
- Supervise the preparation of all school reports, student records and the school's internal accounts and maintain a record-keeping system.
- Present requisitions for supplies, equipment and materials necessary for the operation of the school.
- Interpret activities and policies of the school to the community and encourage community participation in school life.
- Make recommendations to the Superintendent concerning policy, practice or personnel for the purposes of improving the quality of the school system.
- Maintain Student Records/Data must be accurate, timely, confidential and complete.
- Assume any other duties assigned by the Superintendent.

**NOTICE:** It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 231; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 227; Title IX Coordinator – Rodney Smith 251-847-2851.