



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

POSTING DATE: March 27, 2024

CLOSING DATE: April 9, 2024 or until filled

POSITION TITLE: Principal - College and Career Institute (CCI)

PRIMARY FUNCTION: To build and support an effective professional learning community which promotes excellence in teaching and student achievement.
Supervises all personnel serving in assigned school

REQUIREMENTS:

Educational Level: Master's degree or higher, with a major in educational administration

Certification/License Required: Educational Leadership certification at the master's level prior to start date with a commitment to earn specialist level Leadership certification in 5 years; three years of teaching experience or related educational experience; two years of successful high school administrative experience desired

Physical Activities: Routine physical activities that are required to fulfill job responsibilities

Proficient Skills: Leadership and extensive knowledge of curriculum development and high school instructional programs; ability to communicate effectively with others orally and in writing; ability to budget time and effort; demonstrates positive attitude toward self-evaluation and self-improvement

ESSENTIAL DUTIES:

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| 1. Demonstrates regular attendance and is punctual |
| 2. Leads staff in building and supporting a professional learning community that promotes excellence in teaching and student achievement |

3.	Maintains the physical stamina necessary for a leadership role
4.	Maintains the emotional stability necessary to perform assigned tasks
5.	Adheres to and enforces state, county, and school policies and procedures as stated by published guidelines and current administrative interpretations
6.	Oversees the financial operation of the school as directed and demonstrates appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations
7.	Participates in school-related activities including business/industry events
8.	Leads staff in discussion of new materials, teaching techniques, and developments in the profession learned by attending meetings and reading journals or other publications
9.	Handles routine practices effectively and keeps accurate records
10.	Makes the school facility an attractive, pleasant, and productive place in which to work and learn
11.	Guards the health and safety of the students in all school situations
12.	Establishes guides for proper student conduct and for maintaining student discipline
13.	Orients newly assigned staff members and assists in their development
14.	. Observe classroom teaching practices
15.	Maintains a good working relationship with school and system-level and West Georgia Technical College (WGTC) personnel
16.	Encourages teachers and other employees to develop their capabilities by providing them with security and the freedom to do a good job
17.	Evaluate and counsels all staff members regarding their individual and group performance
18.	Deals with students, teachers, and parents in a friendly, firm, fair, and consistent manner
19.	Is accessible to students, staff, and community
20.	Establishes and maintains good public relations
21.	Analyzes student achievement data to improve student learning
22.	Guides and monitors the school improvement plan
23.	Takes an active role in system improvement initiatives
24.	Works with the charter governing board on all CCI activities and responsibilities
25.	Performs other duties or responsibilities assigned by the Superintendent and Area Executive Director

REPORTS TO: Superintendent and Area Executive Director

APPLICATION PROCEDURES:

External Applicants: Apply online through Frontline. Submit a cover letter stating interest in this specific position, a standard resume, and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by April 9, 2024

Current Employees: A letter of interest, resume, and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by April 9, 2024

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.