



TROUP COUNTY SCHOOL SYSTEM

100 North Davis Road, Building C • LaGrange, Georgia 30241

Sequita Freeman, Chief Human Resource Officer

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BOARD OF EDUCATION

John Darden, Chair

Alfred McNair, Vice Chair

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PLEASE POST POSITION ANNOUNCEMENT

January 24, 2012

TWO POSITIONS:

PRINCIPALS

LOCATIONS:

-Hope Academy
-LaGrange High School

QUALIFICATIONS:

As defined by job descriptions (below)

RESPONSIBILITIES:

As defined by job descriptions (below)

TERMS OF EMPLOYMENT:

240 days per year

SALARY:

Based on approved years of experience
and certificate level

BEGINNING DATE:

July 1, 2012

APPLICATION DEADLINE:

February 24, 2012 by 5:00 P.M.

APPLICATION PROCEDURES: Please follow the directions outlined below

-CURRENT EMPLOYEES (IN SYSTEM)

Please submit a cover letter of interest and a current resume specifying position to:

Sequita G. Freeman, Chief Human Resource Officer

Troup County Schools

100 North Davis Road, Building C

LaGrange, GA 30241

-NEW APPLICANTS (OUT OF SYSTEM)

Please submit an application through Teach Georgia @ www.teachgeorgia.org

NO E-MAILS OR FAXES WILL BE ACCEPTED

****The Troup County Board of Education Is an Equal Opportunity Employer****

Policy Level: ADMINISTRATIVE REGULATIONS	Descriptor Code: 131	Rescinds Code:
Descriptor Term: CERTIFIED PERSONNEL PRINCIPAL FOR THE ALTERNATIVE SCHOOL	Effective Date: March, 2009	EXEMPT

QUALIFICATIONS:

1. Valid Georgia Certificate, L-5, 6 or higher, or be eligible for proper leadership certification as set forth by the Georgia Professional Standards Commission.
2. Successful experience as a teacher.
3. Successful experience in Administrative/Supervision.

REPORTS TO: Director of Student Services

TERMS OF EMPLOYMENT: To be determined by the Board of Education

JOB GOAL: To provide leadership and assume the primary responsibility for the total school program and maintain an attractive, pleasant and productive learning environment.

RESPONSIBILITIES:

I. INSTRUCTIONAL PROGRAM:

- A. Serve as the educational leader of the school's staff in matters of instruction and curriculum.
- B. Ensure that all courses of study, textbooks and workbooks are approved by the Assistant Superintendent for Curriculum & Instruction.
- C. Work in cooperation with the teachers in planning the instructional program of the school within the framework of the system-wide program.
- D. Request equipment, instructional material and other supplies to implement as approved program.
- E. Direct the selection of instructional materials and equipment.
- F. Maintain a current inventory of textbooks and equipment.
- G. Plan, implement and evaluate the curriculum.
- H. Promote maximum use of instructional time and set high performance expectations.
- I. Exercise direction for the efficient operation of the school office.

II. SUPERVISION OF STAFF:

- A. Supervise and evaluate all staff members in accordance with state and/or local procedures.
- B. Recommend qualified staff members in accordance with state and/or local procedures.
- C. Assign specific teaching assignments and duties of the individual staff members.
- D. Maintain a school level file for each staff member.
- E. Encourage teachers to continue their education through in-service programs or otherwise.

III. PUPIL SERVICES:

- A. Assign or transfer pupils within the school building.
- B. Maintain attendance, health, and scholastic records for all students.
- C. Direct the discipline of students.
- D. Implement and report assessment results and use results to improve the instructional program.
- E. Maintain an equitable distribution of pupils per room or per class.
- F. Register all pupils by legal names, birth dates and other pertinent information.

IV. TRANSPORTATION:

- A. Keep records as required by local, state and federal agencies.
- B. Report any irregularities to the Transportation Supervisor.
- C. Maintain communication with transportation department regarding transportation issues.

V. SCHOOL NUTRITION:

- A. Maintain records as required by local, state and federal agencies.
- B. Supervise school nutrition staff members.

VI. PHYSICAL PLANT:

- A. Inspect and maintain buildings and grounds, equipment and material at the school.
- B. Report needed repairs of facilities and equipment to Maintenance Director.
- C. Keep the Superintendent informed about building needs for the future.
- D. Maintain an emergency preparedness plan.

VII. SCHOOL AND COMMUNITY RELATIONS:

- A. Help maintain and foster positive public relations with students, staff and community.
- B. Uphold rules, regulations and policies of the Board of Education.

VIII. FISCAL SERVICES:

- A. Keep such records and makes such reports as are required by the Director of Student Services and the Superintendent.
- B. Control and record all incoming and outgoing monies.
- C. Prepare appropriate end of year financial reports.

IX. LOCAL SYSTEM REQUIREMENTS:

- A. Participate in staff development as the Troup County Board of Education may deem necessary.
- B. Comply with any reasonable job related request of an administrator.

X. PROFESSIONAL DEVELOPMENT PLAN:

- A. Fulfill the requirements of the professional development plan if a required PDP has been developed.

GENERAL:

- A. Assume complete control of and responsibility for the school and activities.
- B. Ensure that all professional and non-professional employees in the school know their duties and give supervision necessary to assure effective performance.
- C. Work cooperatively with other principals in the system and with any system wide employee assigned responsibilities at the school.

Policy Level: ADMINISTRATIVE REGULATIONS	Descriptor Code: 130	Rescinds Code:
Descriptor Term: CERTIFIED PERSONNEL PRINCIPAL	Effective Date: March, 2009	EXEMPT

QUALIFICATIONS:

1. Valid Georgia Certificate, L-5, 6 or higher, or be eligible for proper leadership certification as set forth by the Georgia Professional Standards Commission.
2. Successful experience as a teacher.
3. Successful experience in Administrative/Supervision.

REPORTS TO: Superintendent or designee

SUPERVISES: All school staff, as assigned

TERMS OF EMPLOYMENT: To be determined by the Board of Education

JOB GOAL: To provide leadership and assume the primary responsibility for the total school program and maintain an attractive, pleasant and productive learning environment.

RESPONSIBILITIES:

I. INSTRUCTIONAL PROGRAM:

- A. Serve as the educational leader of the school's staff in matters of instruction and curriculum.
- B. Ensure that all courses of study, textbooks and workbooks are approved by the Assistant Superintendent for Curriculum & Instruction.
- C. Work in cooperation with the teachers in planning the instructional program of the School within the framework of the system-wide program.
- D. Request equipment, instructional material and other supplies to implement as approved program.
- E. Direct the selection of instructional materials and equipment.
- F. Maintain a current inventory of textbooks and equipment.
- G. Plan, implement and evaluate the curriculum.
- H. Promote maximum use of instructional time and set high performance expectations.
- I. Exercise direction for the efficient operation of the school office.

II. SUPERVISION OF STAFF:

- A. Supervise and evaluate all staff members in accordance with state and/or local procedures.
- B. Recommend qualified staff members in accordance with state and/or local procedures.
- C. Assign specific teaching assignments and duties of the individual staff members.
- D. Maintain a school level file for each staff member.
- E. Encourage teachers to continue their education through in-service programs or otherwise.

III. PUPIL SERVICES:

- A. Assign or transfer pupils within the school building.
- B. Supervise school insurance program.
- C. Maintain attendance, health, and scholastic records for all students.
- D. Supervise all extracurricular.
- E. Direct the discipline of students.
- F. Implement and report assessment results and use results to improve the instructional program.
- G. Supervise all fund raising projects.
- H. Maintain an equitable distribution of pupils per room or per class.
- I. Register all pupils by legal names, birth dates and other pertinent information.

- IV. TRANSPORTATION:
 - A. Keep records as required by local, state and federal agencies.
 - B. Report any irregularities to the Transportation Supervisor.
 - C. Maintain communication with transportation department regarding transportation issues.
 - V. SCHOOL NUTRITION:
 - A. Maintain records as required by local, state and federal agencies.
 - B. Supervise school nutrition staff members.
 - C. Maintain communication with School Nutrition Director regarding nutrition issues.
 - VI. PHYSICAL PLANT:
 - A. Inspect and maintain buildings and grounds, equipment and material at the school.
 - B. Report needed repairs of facilities and equipment to Maintenance Director.
 - C. Keep the Superintendent informed about building needs for the future.
 - D. Maintain an emergency preparedness plan.
 - VII. SCHOOL AND COMMUNITY RELATIONS:
 - A. Help maintain and foster positive public relations with students, staff and community.
 - B. Uphold rules, regulations and policies of the Board of Education.
 - C. Prepare end of year financial report.
 - VIII. FISCAL SERVICES:
 - A. Keep such records and makes such reports as are required by the Superintendent and as are necessary for good school practice.
 - B. Control and record all incoming and outgoing monies.
 - C. Prepare end of year financial report.
 - IX. LOCAL SYSTEM REQUIREMENTS:
 - A. Participate in staff development as the Troup County Board of Education may deem necessary.
 - B. Comply with any reasonable job related request of an administrator.
 - X. PROFESSIONAL DEVELOPMENT PLAN:
 - A. Fulfill the requirements of the professional development plan if a required PDP has been developed.
- GENERAL:
- A. Assume complete control of and responsibility for the school and activities.
 - B. Schedule appropriate supervision for all activities such as school plays, athletic contests, and other events sponsored by his/her school.
 - C. Ensure that all professional and non-professional employees in the school know their duties and give supervision necessary to assure effective performance.
 - D. Work cooperatively with other principals in the system and with any system-wide employee assigned responsibilities at the school.