



## HUMAN RESOURCES

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### *Instruction & Curriculum* **PRINCIPAL**

#### **JOB SUMMARY**

The principal will report to the Superintendent and use leadership, supervisory, administrative and management skills to promote the educational development of each student in compliance with all-applicable rules, regulations and policies of Knox County Schools. He or she will serve as the instructional leader of the school, over-seeing curriculum implementation and ensuring teacher are equipped with the necessary resources to be highly effective in their practice. The principal will supervise all professional, paraprofessional, administrative and nonprofessional personnel at the school and assist with interviewing, training, assigning and evaluating of the staff. He or she will facilitate, with all school stakeholders, the creation and implementation of a shared vision of excellence for every student. The principal will also develop an operational system and structure that are aligned to the vision and mission of the Knox County School System.

#### **QUALIFICATIONS**

- Valid Tennessee teaching license with proper area of endorsement
- Master's Degree
- Minimum of three years of acceptable classroom teaching in an approved or accredited school at the appropriate grade level
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

#### **RESPONSIBILITIES/JOB DUTIES**

##### Personal Leadership

- Is resilient and unwavering in his/her belief that all students can succeed at high levels despite setbacks or adversity and that adults are responsible for providing students with the conditions for success
- Assert personally accountability for outcomes and results, including failures
- Prioritize opportunities for personal leadership improvement including seeking feedback and taking time for meaningful reflection
- Engage in courageous and/or difficult conversations about diversity, culture, and beliefs and how they impact student learning
- Actively seek and respect diverse perspectives from stakeholders to drive decision making and mutual awareness
- Create trusting, respectful relationships with and among stakeholders with differing views and models expectations for similar actions throughout the school community
- Capitalize on cultural differences and create a sense of community within teacher teams, among the student body, and across the entire school
- Perform other duties as assigned.



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#### Learning, Teaching and Data Driven Instruction

- Supervise the school's educational program
- Lead teacher teams through standards-based curriculum and lesson planning focused on critical thinking and problem solving within a collaborative classroom environment to promote student learning
- Build a common understanding of excellent instruction among staff by sharing own expertise and developing capacity in others to recognize and deliver effective pedagogical methods for increasing student achievement
- Implement non-negotiable instructional strategies steeped in rigorous activities that employ an inquiry-based approach to teaching and learning
- Establish systems to monitor and adjust instructional practices to meet student needs and build staff capacity to implement these systems
- Implement a data-driven plan that uses targeted intervention strategies to meet differentiated student needs
- Lead teacher teams and build their capacity to conduct in-depth, item-level data analyses and uses these analyses along with other forms of student data to drive instructional practices that meet student needs
- Establish systems to implement and manage concurrent cycles of planning, implementation and monitoring of instruction

#### Vision, Mission And Strategic Planning

- Lead the school and community to adopt, enact, and own a shared vision and mission of high expectations for student success
- Effectively communicate the vision and mission to various audiences and inspire confidence and a sense of possibility around student success
- Instill a school-wide sense of urgency and commitment to ensure high academic achievement for all students
- Use thorough data analysis to assess and diagnose the current status of the school and to collaboratively develop a strategic plan designed to meet school-wide goals

#### System Operations

- Allocate and deploy human and fiscal resources in alignment with school-wide goals and removes any barriers to instructional time
- Implement and monitor systems that gather data from multiple sources to monitor progress toward school-wide goals
- Ensure effective, diverse communication strategies and systems are employed throughout the school to engage all stakeholder groups



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#### School Culture, Family and Community engagement

- Implement ambitious student achievement and teacher growth goals including benchmark expectations
- Implement and support teacher teams in implementing agreed upon high behavior expectations and a code of conduct and ensures that the entire school community behaves in accordance with the expectations
- Engage family and community members in student learning and applicable decision making opportunities by cultivating and sustaining open communication

#### Human Capital Management

- Responsible for the implementation and observance of Board policies/regulations
- Supervise all professional, paraprofessional, administrative and nonprofessional personnel at the school
- Assist with interviewing, training, assigning and evaluating of the staff
- Implement hiring processes, in collaboration with central office, that lead to the best new personnel with a focus on strong skills and alignment with school vision
- Evaluate existing team(s) to identify gaps in skills and competencies and designs and assigns roles in order to implement staffing and organizational structures aligned to student needs
- Plan and lead effective professional development sessions that improve teacher practice
- Hold teachers accountable for implementing practices from professional development
- Regularly conduct formal and informal observation of teacher practice and provides timely, targeted and goal-aligned feedback describing strengths and areas for growth
- Cultivate leadership capacity in school staff and promote teacher leadership
- Establish a strong leadership team to share school leadership responsibilities and to build individual and teacher team practice
- Communicate clear expectations for staff performance and holds staff accountable for meeting expectations
- Establish systems to monitor and ensure consistent implementation of the TEAM evaluation system