

**TITLE:** Principal  
**REPORTS TO:** Board of Directors  
**TERMS OF EMPLOYMENT:** 12 Months (240 Days)  
**QUALIFICATIONS:** South Carolina Administrator's Certification.  
Masters of Education in Administration.  
Classroom Experience. Administrative Experience is Preferred.  
Interpersonal skills to work effectively with others.

The Principal of Calhoun Falls Charter School ("CFCS") will be the chief executive officer in the administration of the school. The Principal will have general administrative control of CFCS and is responsible for the day-to-day operations of the school. The Principal will also exercise those duties which are mandated by the South Carolina Charter Schools Act, as amended, and those duties that are designated by the CFCS Board of Directors. The duties of the CFCS Principal include, but are not limited to the following:

#### **Board of Directors**

- Interprets and implements Board policies and administrative rules and regulations relating to the school and community.
- Attends and participates in all Board Meetings.
- Serves as liaison between the school and the Governing Board.
- Performs additional duties as assigned by the Governing Board.

#### **Personnel**

- Has direct and immediate supervisory responsibility for all faculty and staff, with the exception of coaches who report directly to the Athletic Director.
- Makes recommendations to the Board regarding employment decisions consistent with the budget and based on the needs and best interests of the school.
- Administers the screening, training, managing, hiring and in-house assigning of school's professional and nonprofessional staff with the approval of the Governing Board.
- Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.

#### **Finance, Budget & Human Resources**

- Annually the Principal assembles budget data and presents it for the consideration of the Board allowing ample time for review before the adoption of the budget.
- Supervises the expenditure of the school's funds and budget allocations.
- Responsible for the creation, maintenance and documentation of all grants (Federal, State, etc...)
- Supervises and maintains the safekeeping of adequate records, including financial accounts, business and property records, insurance, personnel, school population, and such other records as may be deemed necessary.
- Communicates and collaborates with the school's Accounting Personnel.
- Oversees the State Benefits for all employees to include retirement and health insurance.

#### **Instruction, Evaluation & Professional Development**

- Develops and maintains an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the Governing Board.
- Coordinates and supervises the evaluation of all employees to improve classroom instruction.

- Provides continuing education opportunities for staff and is responsible for in-service training of personnel, subject to the limitation of the budget.
- Keeps abreast of changes and developments in the profession by attending professional meetings.
- Assumes responsibility for his/her own professional growth and development.
- The Principal or his/her designee will recommend adoption of courses of study and the purchase of equipment and supplies, subject to approval of the Board.

#### **School Climate & Environment**

- Creates a rigorous and nurturing environment that prioritizes student engagement and achievement.
- Assumes responsibility for the safety, appearance and proper operation, administration and maintenance of the school.
- Provides leadership to ensure a positive school climate.

#### **Student Conduct**

- Maintains high standards of student conduct and enforces discipline as necessary.

#### **Miscellaneous**

- Ensures compliance with federal, state, and local mandates and guidelines related to funding, testing, and special education.
- In case of inclement weather or other emergency, the Principal may dismiss, shorten or cancel the school session giving notification to the appropriate entities.