



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

VACANCY NOTICE

2024-2025 School Year

POSTING DATE:	March 19, 2024
CLOSING DATE:	March 29, 2024 or until filled
POSITION TITLE:	High School Principal- Chapel Hill High School
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 (Preferred major in educational administration)
Certification/License:	Eligibility for certification in Educational Leadership prior to start date with a commitment to earn L-6 or PL-6 within five years.
Experience:	At least three years of successful educational experience preferred.
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:	
	1. Demonstrates regular attendance and is punctual.
	2. Leads staff in building and supporting in a professional learning community which promotes excellence in teaching and student achievement.

3. Maintains physical stamina necessary for leadership role.
4. Maintains 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. Demonstrates a willingness to support and implement new educational concepts.
8. Participates in school-related activities.
9. Leads staff in discussion of new materials, teaching techniques, and developments in the profession learned by attending meetings and reading journals or other publications.
10. Handles routine practices effectively and keeps accurate records.
11. Makes the school facility an attractive, pleasant and productive place in which to work and learn.
12. Guards the health and safety of the students in all school situations.
13. Establishes guides for proper student conduct and for maintaining student discipline.
14. Orients newly assigned staff members and assists in their development.
15. Observes classroom teaching practices.
16. Maintains a good working relationship with school and system-level personnel.
17. Encourages teachers and other employees to develop their capabilities by providing them with security and the freedom to do a good job.
18. Evaluates and counsels all staff members regarding their individual and group performance.
19. Deals with students, teachers, and parents in a friendly, firm, fair and consistent manner.
20. Is accessible to students, staff, and community.
21. Establishes and maintains good public relations.
22. Any other duties or responsibilities assigned by the Board of Education.

REPORTS TO: Superintendent and Area Executive Director

APPLICATION PROCEDURES:

External Applicants: Apply online through TeachGeorgia (www.teachgeorgia.org). 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.

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

Email your application materials to Human.Resources@dcssga.org by March 29, 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.