



GREER MIDDLE COLLEGE CHARTER HIGH SCHOOL

HOME OF THE BLAZERS

Job Description

Principal/Executive Director

QUALIFICATIONS:

Valid South Carolina Credential and certification in secondary administration. Master's Degree required.

Minimum five years teaching experience and a minimum of three years administrative or supervisory experiences.

DUTIES:

Under limited supervision, provides leadership and management skills necessary to maximize the efforts of teachers and students in an environment that is conducive to educational enhancement, growth and achievement. Supervises and coordinates the work of all employees; ensures all employees' adherence to policy and procedures; promotes Greer Middle College Charter High School goals and mission in decision making and serves as role model for staff and students. Serves as instructional and technology leader for the school.

REPORTS TO: Greer Middle College Charter High School Board of Directors.

ESSENTIAL JOB FUNCTIONS:

- Supervises teachers and staff; assigns workloads and establishes work schedules. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; and recommending the transfer, discipline and discharge of employees as appropriate.
- Reviews the work of subordinates for completeness, accuracy and adherence to policies; evaluates employees and makes recommendations as appropriate; offers advice and assistance as needed.
- Supervises, reviews and evaluates the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate. Plans and conducts a program of professional development.
- Receives and responds to inquiries, concerns and complaints from teachers, students and parents. Works to resolve administrative, instructional, and behavioral problems.
- Oversees preparation of the master class schedule.

- Works with host site personnel in the utilization of the physical facilities.
- Conducts meetings of the staff regularly.
- Reviews, approves, plans and exercises ultimate supervision over all school programs, special events and publications.
- Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus.
- Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.
- Performs computer data entry to record and retrieve various information and to prepare reports and correspondence.
- Receives, reviews, prepares and/or submits various records and reports including budget documents, financial reports, testing data, staff reports, master schedule, faculty manual, strategic plans, exam schedules, calendars, job applications, performance appraisals, staff development reports, requisitions, inspection reports, technical and professional reports, memos, correspondence, etc.
- Operates a variety of equipment such as a computer, printer, typewriter, two-way radio, telephone, calculator, etc.
- Manages student discipline.
- Plans, attends and/or conducts community meetings/recruiting events.

Greer Middle College Charter High School (GMCCHS) is an Equal Opportunity and Affirmative Action employer. GMCCHS is committed to a policy which does not discriminate on the basis of age, gender, race, religion, handicapping conditions, or national origin in employment and educational programs. This is in compliance with Title VI, Title VII, Title IX, section 504, Americans with Disabilities Act (ADA) and all other applicable Civil Rights Laws.