

PONTOTOC ELEMENTARY SCHOOL PRINCIPAL
Pontotoc City School District
Kindergarten – 2nd grade

Minimum Qualifications:

Possess a valid State of Mississippi license with a Standard Career Level administrative certification
Hold a minimum master's degree from an accredited university
Have a minimum of five years of experience in teaching
Have administrative experience
Possess excellent written and oral communication skills
Perform other duties as assigned by the Superintendent
Meet other necessary requirements as stipulated by the PCSD Board of Education

Responsibilities and Expectations

Leads with a Focus on Academic Success for All Students

Leads implementation of the vision, mission, and goals that emphasize student learning
Facilitates communication between students, parents, personnel, and the community
Exhibits professional and ethical behavior

Develops and Leads within Programs and Operations

Creates an organizational structure that supports and enhances the probability of success for all students
Provides leadership to curriculum development and the instructional program
Advocates, nurtures, and sustains a school climate and culture conducive to student learning
Recruits, selects, and retains quality staff, through appropriate supervision and evaluation

Manages Areas of Responsibility.

Creates a safe, secure, learning environment
Promotes personal growth by planning and participating in national, state, district and personal professional development
Maintains and enforces a high standard of conduct
Maintains positive, professional relationship with students, parents, personnel, and community

Manages Resources Prudently and to the Benefit of the Program.

Manages fiscal resources, including purchasing
Oversees financial logistics

Interested individuals should email resume and letter of interest to Dr. Michelle Bivens.
mbivens@pontotc.k12.ms.us