MCCORMICK COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: K-12 Instructional Leader

CONTRACT YEAR: 240 Days – Flexible Calendar/Hours

SALARY RANGE: Based on Teacher Salary Scale plus Administrative Supplement

QUALIFICATIONS:

EDUCATION: An earned Master's Degree from an accredited institution. Hold or be eligible for a valid South Carolina Elementary, or Secondary Principal Certification.

EXPERIENCE: Minimum of three years of successful, full-time, lead teaching experience required. Minimum of three (3) years of school based or district administrative and supervisory experience or any combination thereof.

SPECIAL QUALIFICATIONS: Self-aware with a strong commitment to continuous learning. Strong written and oral communication skills. Sense of humor. Unquestioned integrity and a commitment to the vision, mission and values of the McCormick County School District.

DIRECT ACCOUNTABILITY: K-12 Principal

SUPERVISION: All Instructional and Service Personnel assigned.

GOAL: To assist the K-12 Principal in providing vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources, including time and space, available for a successful and safe school program for students, staff and community.

ACCOUNTABILITY PROCEDURES: The K-12 Principal will assess the effectiveness of the K-12 Instructional Leader annually with respect to the performance of specific responsibilities, and in accordance with board policy.
ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Duties of the McCormick County Schools K-12 Instructional Leader include, but are not limited to, the following:

1. **Student Performance**
   - Set and enforce rigorous standards for student achievement that are in line with the goals of McCormick County Schools.
   - Ensure the academic program meets or exceeds yearly student outcome goals as defined by McCormick County Schools and measured by the state of South Carolina accountability requirements.

2. **Organizational Leadership**
   - Assist in the development of organizational goals and objectives consistent with the vision, mission and values of McCormick County Schools.
   - Maintain active involvement in the school improvement planning process with the School Improvement Councils (SIC) by providing resources for decision-making and priority setting.
   - Lead teachers and work collaboratively with the Instructional TEAM Leaders in developing a healthy school culture aligned with the vision, mission and values of the school and the region.
   - Create a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families.
   - Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
   - Oversee all programs, services, and activities assigned by the K-12 Principal to ensure that program objectives are met.
   - Ensure compliance with all local, state and federal funding sources.
   - Assist in the over-site of student enrollment processes to ensure that the school achieves its targeted enrollment projections.
• Ensure the safety and security of all students, staff, visitors, public and property.

• Ensure an orderly learning environment.

• Ensure appropriate standards of student behavior, performance, and attendance.

• Ensure that all disciplinary issues are addressed fairly and immediately.

3. **Instructional Leadership**

• Manage, evaluate and develop a team of teachers.

• Work with teachers to constantly assess and improve student achievement results.

• Ensure use of effective, research-based teaching methodologies and practices.

• Implement data-driven instruction and lead discussions about student performance.

• Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning.

• Keep abreast of successful instructional methodologies and practices.

• Provide high quality curricular training and resources to staff.

• Ensure consistencies in instruction and practice amongst team of teachers.

• Foster culture of professionalism among teachers and staff.

• Ensure learning environment and classroom instruction maximizes student learning.

• Monitor progress of all students.

• Supervise and mentor all teachers.

4. **Operational Leadership**

• Assist in the budget development process.

• Oversee routine facilities maintenance.
• Oversee management of school records and resources as necessary.
• Ensure compliance of local, state, and federal laws and regulations.

5. **Personnel**

• Assist in the recruitment, selection, and hiring of school staff, including teachers and school-based support staff.
• Continually monitor progress on all measures of school and staff performance.
• Administer McCormick County School District approved personnel policies and procedures.
• Ensure legal hiring and termination procedures in collaboration with the District’s Human Resources staff.
• Oversee any and all disciplinary actions.
• Provide for adequate supervision, training, and evaluation of all staff and volunteers.
• Assist in communicating the vision that supports the school’s goals and values.
• Assist in creating an effective team of people jointly responsible for the attainment of school goals and committed to achieving excellence.

6. **Community Relations**

• Serve as liaison between teachers, parents, and the community.
• Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the McCormick County School District and Community and a dedicated role model for other employees.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**
Develop and maintain positive school/community relations by promoting/marketing the school and its priorities to the community served. Communicate school information, goals, student learning and behavior expectations to all customer groups by using effective communication techniques with students, teachers, parents and stakeholders.
PHYSICAL REQUIREMENTS:
Medium Work: May require exerting up to 50 pounds of pressure occasionally, Up to 20 pounds of force frequently, and /or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

OVERTIME CATEGORY:
Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

ECS/3/30/2011