

The Morgan County R-II School is accepting applications for our Elementary School Principal for the 2022-2023 School year. This is a 12-month administrative position with full benefits. The position requires a current Missouri Principal Certification, Masters or Education Specialist Degree. Building administration experience is preferred.

Essential Duties:

Establishes and maintains an effective learning climate in the school.

Initiates, designs, and implements goals, objectives and programs to meet specific needs of the school.

Prepares and submits the school's budgetary requests and monitors expenditures of funds.

Supervises the maintenance of all required building records and reports.

Works with various members of the central administrative staff on school problems of more than building level importance such as transportation, special services, etc.

Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.

Maintains active relationships with students and parents.

Budgets school time to provide for the efficient conduct of school instruction and business.

Leads in the development, determination of appropriateness, and monitoring of the instructional program.

Schedules classes within established guidelines to meet student needs.

Assists in the development, revision, and evaluation of the curriculum.

Supervises the guidance program to enhance individual student education and development.

Maintains high standards of student conduct and enforces discipline as necessary, according to the due process rights of students.

Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.

Assumes responsibility for the attendance, conduct, and maintenance of health of students.

Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, and through enrollment in advanced courses, etc.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Supervises all professional, paraprofessional, administrative, and non-professional personnel associated with the school.

Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.

Supervises the school's instructional program.

Approves the master teaching schedule and any special assignments.

Evaluates, counsels, and communicates high expectations and performance expectations through performance appraisals.

Conducts staff meetings to keep members informed of policy changes, new programs, etc.

Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.

Assumes responsibility for the safety and climate of the school building.

Supervises the daily use of the school facilities for both academic and non-academic purposes.

Serves on and/or chairs MSIP Committees, Curriculum Review Committees, and other committees as needed.

Application will be accepted until 3:00 pm on January 14, 2022.

Interviews will start the week of January 18, 2022. Interested candidates should include the following in their application packet:#

- A complete District Application#
- Letter of Interest#
- Resume#
- 3 Letters of Recommendation#
- Copies of all Transcripts and Certification#

Applications may be obtained from the Administration Office at 913 West Newton or you can request an application via email at johnsond@versaillestigers.org. For questions contact Dr. Steve Barnes at 573-378-4231 or via email at barness@versaillestigers.org. We are an E.O.E.#
#