

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

PRINCIPAL, ELEMENTARY SCHOOL

QUALIFICATIONS:

- (1) Minimum of a Master's Degree in Administration, Educational Leadership, School Principal or Professional School Principal.
- (2) Minimum of five (5) years public education experience including at least three (3) years teaching.
- (3) Administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies and appropriate State and federal statutes. Ability to select, hire, evaluate and reappoint personnel in accordance with collective bargaining agreements. Demonstrated effective communication and interaction skills with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of elementary school students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Superintendent and Deputy Superintendent

JOB GOAL

To provide the visionary leadership necessary to develop and implement educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

All instructional and non-instructional staff at school site.

PERFORMANCE RESPONSIBILITIES:

- * (1) Participate in the selection and supervision of all school personnel.
- (2) Supervise the daily use of the school facilities for both academic and non-academic purposes.
- (3) Provide for adequate inventories of property under his / her jurisdiction and for the security and accountability for that property.
- * (4) Approve the master teaching schedule and any special assignments.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (5) Prepare and administer the school budget and supervise school finances.
- (6) Supervise the maintenance of all required records and reports.
- (7) Assume responsibility for all official school correspondence and news releases.
- (8) Serve as a member of such committees and attend such meetings as the Superintendent shall direct.
- (9) Serve as an ex-officio member of all committees and councils within assigned school.

- (10) Respond to written and oral requests for information.
- (11) Keep his / her supervisor informed of events and activities of an annual nature as well as routine matters related to the supervisor's accountability.
- *(12) Assume 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, through enrollment in advance courses and the like.
- *(13) Establish and maintain an effective learning climate in the school.
- (14) Supervise the guidance program to enhance individual student education and development.
- *(15) Initiate, design and implement programs to meet specific needs of the school.
- (16) Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
- (17) Orient newly assigned staff members and assist in their development as appropriate.
- *(18) Evaluate and counsel all staff members regarding their individual and group performance.
- (19) Attend special events held to recognize student achievement, and attend school-sponsored activities, functions and athletic events.
- (20) Maintain and control the various local funds generated by students' activities.
- (21) Cooperate with college and university officials regarding teacher training and preparation.
- (22) Work with various members of the central administration staff on school problems of more than in-school import, such as transportation, special services and the like.
- (23) Conduct staff meetings to keep members informed of policy changes, new programs and the like.
- (24) Keep 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.
- *(25) Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- (26) Delegate authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
- (27) Budget school time to provide for the efficient conduct of school instruction and business.
- (28) Plan and supervise fire drills and an emergency preparedness program.
- *(29) Maintain high standards of student conduct and enforce discipline as necessary, according to due process to the rights of students.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- (30) Assert leadership in times of civil disobedience in school in accordance with established Board policy.
- (31) Supervise and evaluate the school's extracurricular activities.
- (32) Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- (33) Make recommendations concerning the school's administration and instruction.
- *(34) Recommend the removal of employees whose work is unsatisfactory, according to established procedures.
- (35) Perform other duties as designated by the Superintendent.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally 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 District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 1

Flagler Schools Strategic Framework – Teaching & Learning

Salary Lane: Admin Performance Pay AS4-8