

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Pre-Kindergarten Program Principal

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Administration and Supervision, Educational Leadership or School Principal.
- (3) Minimum of three years successful educational experience.
- (4) Satisfactory completion of the principal training program or successful completion of the program within two (2) years of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

REPORTS TO: Assistant Superintendent for Instruction

JOB GOAL

To provide leadership and to administer the District's pre-kindergarten program.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Oversee and administer the Pre-Kindergarten Program services for the District.
2. Align program goals with District, State and Federal goals.
3. Establish schedules and procedures directing and supervising the activities of the Pre-Kindergarten Program staff.
4. Manage the program's financial resources including the preparation and disbursement of the program's budget and internal account.
5. Coordinate plant safety, maintenance, functions and support services for classrooms/facilities assigned to the Pre-Kindergarten Program.
6. Direct the maintenance of student records as directed.
7. Supervise and monitor accurate and timely completion of data collection and reporting requirements.
8. Facilitate parent involvement and education for the Pre-Kindergarten program.
9. Conduct staff meetings to discuss policy changes in instructional programs, potential problems and resolution to the existing problems.

10. Direct the maintenance of adequate property inventory records and ensure the security of school property.

Inter/Intra-agency Communication and Delivery

11. Maintain a close working relationship with program and District personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
12. Visit classrooms/facilities for first hand knowledge of curriculum in practice.
13. Assist in ensuring the purposeful articulation among all instructional services as well as offered.
14. Report on the status of programs and services, as requested.
15. Serve as contact to the Department of Education in assigned areas.
16. Maintain good public relations with parents and community groups for dissemination of information and feedback.
17. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
18. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.

Professional Growth and Improvement

19. Keep well-informed about current trends and best practices in assigned areas of responsibility.
20. Keep-up-to-date and well-informed about legislation and legal issues.
21. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
22. Promote and support professional development for self and others.
23. Attend meetings, workshops and conferences, which promote professional growth and that benefit the District.

Systemic Functions

24. Develop, recommend and administer the budgets for the assigned program.
25. Report to the appropriate administrator the needs of the pre-kindergarten program with respect to personnel, equipment, supplies and curriculum.
26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
27. Prepare or supervise the preparation of all required reports as well as maintaining all appropriate records.
28. Perform other incidental tasks consistent with the goals and objectives this position.

Leadership and Strategic Orientation

29. Provide input into District-wide planning for assigned program, which includes the use of financial and human resources.
30. Model and maintain high standards of professional conduct.
31. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
32. Use appropriate interpersonal styles and methods to guide individual and groups to task accomplishment.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

2-20b

TERMS OF EMPLOYMENT: 12 Month

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

EVALUATION: Annually by the Assistant Superintendent for Instruction

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

SALARY ITEM NUMBER: Salary Item 31– Level IV