

SCHOOL DISTRICT OF WAKULLA COUNTY

PRINCIPAL, ELEMENTARY SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership, Administration and Supervision or a related field from an accredited educational institution.
- (2) Five (5) years teaching and two (2) years administrative experience.
- (3) Satisfactory completion of the principal training program or successful completion of the program within two (2) years of hire.
- (4) Valid Florida certification as School Principal or Professional School Principal.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of personnel procedures. Knowledge of the organization and operation of a school district. Knowledge of federal, state and district rules, regulations and policies as they relate to job function. Knowledge of the hardware and software applications used throughout the district. Understanding and knowledge of the use of current technology. Skill in human interaction and conflict resolution. Ability to handle constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to make presentations to a variety of audiences. Ability to develop and manage budgets. Ability to carry out job responsibilities. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle highly stressful situations. Ability to delegate and monitor assignments. Ability to select, assign, and evaluate personnel in accordance with collective bargaining agreements. Ability to understand the unique needs, growth problems and characteristics of high school students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize the human and material resources available for a successful and safe school program for students, staff, parents, and community.

SUPERVISES:

Administrative, Instructional, and Support Personnel

PERFORMANCE RESPONSIBILITIES:

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

Instructional Program Leadership/Development

- * (1) Provide instructional leadership and supervision for student achievement.
- * (2) Manage and administer the development, implementation and assessment of the instructional program at the assigned school.
- * (3) Utilize current research, outside resources, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- * (4) Provide leadership in the school improvement process and the implementation of the School Improvement Plan.
- * (5) Analyze and report the results of the School Improvement Team's efforts on student performance.
- * (6) Use technology to review student assessment data.
- * (7) Promote high student achievement.
- * (8) Coordinate program planning with district instructional staff.
- * (9) Oversee the acquisition and utilization of textbooks, other instructional materials and equipment.
- * (10) Facilitate the testing program for the school.
- * (11) Align school initiatives with district, state and school goals.
- * (12) Establish and coordinate procedures for students, teachers, parents and the community to evaluate curriculum.
- * (13) Direct or oversee the development of the master schedule and assign teachers according to identified needs.
- * (14) Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- * (15) Coordinate and monitor the implementation of Exceptional Student Education (ESE) programs and services.
- * (16) Coordinate and monitor the implementation of the prekindergarten program.
- * (17) Coordinate and monitor the implementation of the English for Speakers of Other Languages (ESOL) program.
- * (18) Facilitate the development and implementation of the school technology plan.
- * (19) Provide leadership in the effective use of technology in the classroom.
- * (20) Explore and evaluate new technologies and their educational impact.
- * (21) Assist classroom teachers with the effective use of technology.

Personnel Action Services

- * (22) Supervise the establishment and maintenance of individual professional development plans for each instructional employee.
- * (23) Interview and select qualified personnel to be recommended for employment.
- * (24) Supervise assigned personnel and make recommendations for appropriate employment action.
- * (25) Use the adopted performance appraisal systems for instructional and other personnel.
- * (26) Implement and administer negotiated employee contracts at the school site.
- * (27) Assign and supervise school personnel to special projects for the enhancement of student learning.
- * (28) Establish job assignments for school-site administrators, teachers and support personnel.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (29) Develop and administer duty rosters for certificated and noncertificated staff as required.
- * (30) Manage and administer personnel development through training, inservice and other developmental activities.
- * (31) Provide training opportunities and feedback to personnel at the assigned school.
- * (32) Perform all required professional development services.

School Operations/Delivery Systems

- * (33) Supervise the operation and management of all activities and functions at the assigned school.
- * (34) Develop positive school/community relations and act as liaison between the school and community.
- * (35) Access, analyze, interpret and use data in decision-making.
- * (36) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- * (37) Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
- * (38) Monitor the custodial program at the school to ensure a clean, healthy and safe learning environment.
- * (39) Collaborate with district personnel to coordinate and monitor the food service program at the school.
- * (40) Supervise the orderly movement and safety of transportation services on school grounds.
- * (41) Manage and supervise the school's financial resources including the preparation and disbursement of the school's budgets and internal accounts.
- * (42) Establish and manage accurate student accounting and attendance procedures at the assigned school.
- * (43) Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- * (44) Communicate, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature.
- * (45) Direct the establishment of adequate property inventory records and ensure the security of school property.
- * (46) Implement the School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- * (47) Supervise the preparation and maintenance of accurate and timely reports and records.
- * (48) Use technology for administrative tasks.

Student Support Services

- * (49) Establish school guidelines and enforce district guidelines for proper student conduct with implementation of disciplinary procedures and policies that ensure a safe and orderly environment.
- * (50) Facilitate a program of family and community involvement.
- * (51) Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- * (52) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- * (53) Coordinate the supervision of all extracurricular programs at the assigned school.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- *(54) Approve all school-sponsored activities and maintain a calendar of all school events.
- *(55) Maintain visibility and accessibility on the school campus.
- *(56) Attend school-related activities and events.
- *(57) Establish and maintain a positive collaborative relationship with students' families to increase student achievement.

Personal/Professional Employee Qualities

- *(58) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- *(59) Communicate effectively, both orally and in writing, with parents, students, teachers and the community.
- *(60) Model effective listening and positive interaction skills.
- *(61) Maintain and model high standards of professional conduct.
- *(62) Set high goals and standards for self, others and the organization.
- *(63) Adhere to the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*.
- *(64) Keep abreast of trends and changes in educational programs and procedures.
- *(65) Participate in developing the strategic plan, school calendar, staffing plan and other district-level activities as required.
- (66) Perform other tasks consistent with the goals and objectives of this position.

Leadership

- *(67) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- *(68) Promote the vision and mission of the district.
- *(69) Establish a vision and mission for the school in collaboration with key stakeholders.
- *(70) Exercise proactive leadership in promoting the vision and mission of the district.
- *(71) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(72) Access district and community resources to meet school needs.
- *(73) Anticipate problems and difficult situations and plan appropriately to handle them.
- *(74) Act quickly to stop possible breaches of safety, ineffective procedures and/or interference with operations.
- *(75) Provide recognition and celebration for staff, student and school accomplishment.
- *(76) Build teams to accomplish plans, goals and priorities.
- *(77) Promote and market the school and its priorities.

Student Growth and Achievement

- *(78) Ensure that student growth and achievement are continuous and appropriate schoolwide.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

May be required to restrain a physically active individual as a temporary safety measure.

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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.