

**SCHOOL DISTRICT OF BAKER COUNTY****PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Educational Leadership Degree with valid Florida certification as School Principal.
- (3) Three (3) years successful teaching and/or administrative experience.

**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 of Education 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. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Knowledge of the hardware and software applications used throughout the District. Basic understanding and knowledge of the use of current technology. Ability to understand the unique needs, growth problems and characteristics of middle grade students. Ability to use group dynamics within the context of cultural diversity. Ability to maintain sensitivity to multi-cultural issues.

**REPORTS TO:**

Superintendent

**JOB GOAL**

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

**SUPERVISES:**

Instructional, Support and Service Personnel at the assigned school

**PERFORMANCE RESPONSIBILITIES:****Instructional Program Leadership/Development**

- \*(1) Manage and administer the overall instructional program at the assigned school.
- \*(2) Manage and administer the overall activities of assessing and developing the instructional program at the assigned school.
- \*(3) Manage and administer the selection of textbooks, material and equipment needed at the assigned school.
- \*(4) Manage and administer the accreditation program for the assigned school.
- \*(5) Participate, as requested, in the development of District guides related to instruction and personnel.
- \*(6) Participate, as requested, in the development and adoption of the District's testing program.

**PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL (Continued)**

- \* (7) Manage and administer the testing program for the school.
- \* (8) Actively participate, as requested, in the development and adoption of District tests, textbooks and curriculum programs.
- \* (9) Manage and administer the development of long- and short-range instructional and facility needs.
- \* (10) Actively participate in the recruitment of business partnerships to benefit the school community.
- \* (11) Provide for the articulation of the school's instructional program among school personnel.
- \* (12) Facilitate the development and implementation of the school technology plan.
- \* (13) Provide leadership in the effective use of technology in the classroom.
- \* (14) Provide students with opportunities to use technology to gather and share information with others.
- \* (15) Facilitate student access to the use of electronic resources.
- \* (16) Explore and evaluate new technologies and their educational impact.
- \* (17) Use technology to review student assessment data.
- \* (18) Assist classroom teachers with the effective use of technology.
- \* (19) Analyze and report the results of the School Improvement team's efforts on student performance.

**Personnel Action Services**

- \* (20) Interview and select qualified personnel to be recommended for employment.
- \* (21) Manage and supervise the wise use of personnel resources.
- \* (22) Manage, supervise and evaluate personnel.
- \* (23) Manage the implementation and administration of negotiated employee contracts at the school level.
- \* (24) Assign special tasks to school personnel.
- \* (25) Assign to teachers such responsibility and authority for student control as deemed appropriate.
- \* (26) Orient newly assigned staff members and assist in their development.
- \* (27) Use the adopted performance appraisal systems for instructional and other employees.
- \* (28) Provide training opportunities for personnel at the assigned school.
- \* (29) Perform all required professional development services.
- \* (30) Supervise assigned personnel and make recommendations for appropriate employment actions.

**School Operations/Delivery Systems**

- \* (31) Manage and administer plant safety and facility inspections including supervision of the buildings and grounds at the school.
- \* (32) Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of the facility.
- \* (33) Coordinate facility and support service requirements with appropriate District offices.
- \* (34) Coordinate and supervise the transportation services at the assigned school.
- \* (35) Manage and supervise the function of financial planning for the school including the preparation of the school's budget.
- \* (36) Manage and supervise, through wise use, the financial resources of the school.

**PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL (Continued)**

- \*(37) Manage and administer the function of purchasing by the school to ensure maximum educational value of supplies, materials, equipment and services.
- \*(38) Adhere to state statute and District policies relating to financial accounting to ensure judicious management of all school funds.
- \*(39) Manage and administer the preparation of financial reports for the school.
- \*(40) Manage and administer the function of student accounting at the school as it pertains to funding and attendance.
- \*(41) Manage and administer through statute and District guidelines, the school food service program.
- \*(42) Maintain accountability of property inventory records and security of school property.
- \*(43) Develop the master schedule for teachers and assign teachers by identified needs.
- \*(44) Approve school-sponsored activities and maintain a calendar of all school events.
- \*(45) Develop and administer certified and noncertified duty rosters for the school.
- \*(46) Use technology resources effectively.
- \*(47) Use technology for administrative tasks.
- \*(48) Supervise accurate and timely data collection and reporting requirements.
- \*(49) Prepare all required reports and maintain all appropriate records.

**Student Support Services**

- \*(50) Manage the discipline of students on buses including statutory provisions for suspension.
- \*(51) Maintain high visibility within all areas of the facility.
- \*(52) Manage the discipline of students on campus including statutory provisions for suspension and adhering to adopted District policies.
- \*(53) Establish guidelines for proper student conduct and effective disciplinary procedures and policies.
- \*(54) Provide leadership and supervision for extracurricular activity/events/programs.

**Personal/Professional Employee Qualities**

- \*(55) Develop and maintain positive school/community relations and act as liaison between the two.
- \*(56) Communicate effectively, both orally and in writing, with parents, students, teachers, and the community.
- \*(57) Communicate, through staff meetings, for the purpose of keeping staff informed of policy, procedures, instructional programs and existing problems.
- \*(58) Communicate, to the Superintendent, information relating to various problems or events of unusual nature.
- \*(59) Actively participate in District management meetings and other required meetings.
- \*(60) Assume all duties and responsibilities in Florida statutes.
- \*(61) Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
- (62) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership**

- \*(63) Provide leadership in the event of school crisis through a high level of physical activity.
- \*(64) Be proactive in decisions relating to school and community well-being.
- \*(65) Use effective, positive interpersonal communication skills.

**PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL (Continued)**

- \*(66) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- \*(67) Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans.
- \*(68) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \*(69) Promote the vision and mission of the district.
- \*(70) Establish a vision and mission for the school in collaboration with key stakeholders.
- \*(71) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(72) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(73) Access district and community resources to meet school needs.
- \*(74) Provide recognition and celebration for staff, student and school accomplishment.
- \*(75) Build teams to accomplish plans, goals and priorities.
- \*(76) Promote and market the school and its priorities.

**Student Growth and Achievement**

- \*(77) Ensure that student growth and achievement are continuous and appropriate schoolwide.
- \*(78) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

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

Job Description Supplement 10

**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.