

SCHOOL DISTRICT OF BAKER COUNTY JOB DESCRIPTION

PRINCIPAL ON SPECIAL ASSIGNMENT FOR DROPOUT PREVENTION AND ALTERNATIVE EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as School Principal by the state of Florida.
- (3) Minimum of five (5) years successful teaching and 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 Rules, Code of Ethics, School Board Policies, and appropriate State and Federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to enforce collective bargaining agreements. Ability to use effective public speaking skills, group dynamics and interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Knowledge and understanding of the unique needs and characteristics of assigned students. Ability to maintain a sensitivity to multicultural issues.

REPORTS TO:

Superintendent and Director for PK-12 Curriculum

JOB GOAL

To provide educational services to at-risk students and to coordinate the District's dropout prevention and alternative programs for all schools.

SUPERVISES:

Administrative, Instructional, Support and Service Personnel at the assigned school.

PERFORMANCE RESPONSIBILITIES:

- *(1) Administer the operation of the school in accordance with Board policies.
- *(2) Communicate with other agencies, who have responsibility for the students enrolled at the school.
- *(3) Articulate programs with other agencies.
- (4) Serve on District committees as requested.
- *(5) Plan and develop programs to meet needs of at-risk youth.
- *(6) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure safe and orderly environment.
- *(7) Manage and supervise the school's financial resources.
- *(8) Establish and manage student accounting and attendance.
- *(9) Develop long and short-range maintenance and facility needs at the school.
- *(10) Assume responsibility for the development, implementation, and evaluation of the school improvement plan.

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- *(11) Supervise the timely and accurate preparation of reports.
- *(12) Provide training opportunities to personnel.
- *(13) Supervise and evaluate personnel.
- *(14) Establish procedures to be used in the event of a school crisis or civil disobedience and provide leadership in the event of such happenings.
- *(15) Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of an unusual nature.
- *(16) Establish, in collaboration with other schools, clear, written procedures for placement at the Alternative Center and transfer back to the home school, including who is responsible for each step.
- *(17) Work closely with other schools on the transfer of credit and related issues for students coming from or returning to those schools.
- *(18) Serve as District program coordinator for Dropout Prevention Plan and Alternative Education.
- (19) Assist other principals in developing, implementing, and evaluating dropout prevention programs.
- *(20) Coordinate the writing of the District's Dropout Prevention Plan under the leadership of the Director of PK-12 Curriculum.
- (21) Assist the Director of PK-12 Curriculum in monitoring Dropout Prevention Programs throughout the District for compliance with State requirements.
- (22) Assist in F.T.E. projections for Dropout Prevention/Alternative Education.
- *(23) Work closely with the Director of PK-12 Curriculum, to ensure coordination and consistency of dropout prevention and alternative programs with District curriculum and instructional priorities and with other programs.
- *(24) Coordinate the District's Resource Officer program.
- *(25) Interface with the Juvenile Justice System and represent the District as needed in matters dealing with juvenile justice.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force 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 or evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5