

SCHOOL PRINCIPAL (K-12)

QUALIFICATIONS:

- Master's Degree or greater from an accredited institution in Educational Leadership, Administration or Administration and Supervision, or
- Alternative certification acceptable for this position by the State of Florida.
- Minimum of three (3) years successful teaching experience, or the equivalent.
- Successful experience as an assistant principal.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local laws, regulations and policies governing education.
- Knowledge of curriculum and instructional programs and practices for appropriate level.
- Knowledge of budgetary and supervisory responsibilities.
- Knowledge of athletics/scheduling and supervision.
- Ability to communicate effectively, orally and in writing.
- Ability to utilize technology effectively.
- Ability to work with people in a positive, effective manner.
- Ability to use effective public speaking skills, interaction skills and problem-solving skills.
- Ability to analyze and use data.
- Ability to organize, prioritize and manage time effectively.
- Ability to prepare and manage budget and allocate resources.
- In-depth understanding of teaching and learning research, theory and best practices.
- Understanding of curriculum development, program planning and management of instructional programs.
- Knowledge of current research on school improvement and student achievement.
- Knowledge of national, state and district educational goals and standards.
- Knowledge of Florida State Standards.
- Knowledge of effective schools concepts and principles.
- Knowledge of child development.
- Knowledge of principles and processes of continuous quality improvement in education.
- Knowledge of statutory and regulatory requirements of instructional programs and school operations.
- Knowledge of human resources processes and best practices.

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- Ability to develop plans and present information to the public.
- Good interpersonal and communication skills.
- Knowledge of discipline and classroom management.
- Ability to effectively interview, select, supervise, and evaluate personnel.
- Ability to positively represent the district to school employees, parents, and others.
- Perform other duties as assigned by Superintendent.

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: ASSISTANT PRINCIPAL, PRINCIPAL'S SECRETARY,
ADMINISTRATIVE, INSTRUCTIONAL, SUPPORT, AND SERVICE PERSONNEL
PERFORMANCE RESPONSIBILITIES:

Instructional Program Management/Development

- Attend all regular school board meetings.
- Provide leadership for the development, implementation, and assessment of the instructional program at the assigned school.
- Use current research, performance data and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- Provide leadership in the school improvement process and the implementation of the School Improvement Plan.
- Promote high student achievement.
- Coordinate with district instructional staff in school-based program planning and district program implementation.
- Align school initiatives with state and district goals.
- Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
- Coordinate the development of the master schedule and assign teachers according to identified needs.
- Facilitate the coordination and articulation of curriculum within the school.
- Establish and coordinate procedures for a viable testing program at the school.

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Personnel Action Services

- 1) Interview and select qualified personnel to be recommended for employment.
- 2) Conduct performance appraisals and make reappointment recommendations for school personnel.
- 3) Establish the job assignments for all school-site administrators and assess the school-site administrators' performance.
- 4) Facilitate personnel development through individual professional development plans, training, in-service and other developmental activities linked to student achievement, and assess the results as related to expectations of improved student performance.
- 5) Assign and supervise school personnel to special projects for the enhancement of the school.

School Operations and Delivery Systems

- 6) Manage the operation, including all activities and functions which occur, at the assigned school.
- 7) Develop positive school/community relations and act as liaison between the school and community.
- 8) Access, analyze, interpret, and use data in decision-making.
- 9) Establish procedures to monitor processes, activities and responsibilities and respond to feedback.
- 10) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- 11) Participate in developing the district strategic plan, district school calendar, district staffing plan and manpower plans. Manage and administer school functions relating to these items.
- 12) Implement School Board policy, state statutes and federal regulations as they pertain to the assigned school.
- 13) Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- 14) Identify long and short-range facility needs at the assigned school.
- 15) Coordinate facility and support service requirements.
- 16) Coordinate plant safety and facility inspections at the assigned school.
- 17) Establish and manage student accounting and attendance procedures at the assigned school.
- 18) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- 19) Direct the establishment of adequate property inventory records and ensure the security of school property.
- 20) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

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Student Support Services

- 21) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- 22) Coordinate the supervision of all extracurricular programs at the assigned schools.
- 23) Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities and maintain a calendar of all school events.
- 24) Maintain visibility and accessibility on the school campus.
- 25) Attend school-related activities and events.
- 26) Supervise guidance functions provided by the school.
- 27) Follow established procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
- 28) Interact with government and service agencies relative to student welfare.

Personal/Professional Employee Qualities

- 29) Maintain and model high standards of professional conduct.
- 30) Use effective interpersonal communication skills.
- 31) Demonstrate initiative in recognizing needs or potential for improvement and provide leadership in pursuing them.
- 32) Interact with students, staff, parents, and community in an appropriate and professional manner.
- 33) Demonstrate understanding of and support for the vision, mission, goals, and priorities of the school.
- 34) Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- 35) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- 36) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- 37) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership

- 38) Establish a vision and mission for the school in collaboration with stakeholders.
- 39) Set high goals and standards for self, others, and organization.
- 40) Define strategic direction, promote systems thinking and build a compelling and engaging picture of the future.
- 41) Communicate with and lead employees to understand how strategies impact them.
- 42) Use appropriate interpersonal styles and methods to guide individuals or

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- groups to task accomplishment.
- 43) Delegate responsibilities to appropriate staff members.
- 44) Establish and maintain a positive collaborative relationship with students' families to increase student achievement.
- 45) Demonstrate readiness and confidence to make or share decisions in a timely fashion.
- 46) Prioritize time and strategic initiatives to focus and increase impact as a leader.
- 47) Create an environment that will sustain leadership and promote state, local and national educational initiatives.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT: (12 Month Personnel)

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 School Board's policy on evaluation of personnel.

Employee's Name

Employee's Signature

Date

May 24, 2023

FCSB Approval Date