

**SCHOOL DISTRICT OF LEVY COUNTY**  
**JOB DESCRIPTION**

**PRINCIPAL, ALTERNATIVE SCHOOL**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified as School Principal by the State of Florida.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Minimum of three (3) years successful 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, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students. Ability to maintain a sensitivity to multi-cultural issues.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To provide the leadership and vision necessary to develop and administer educational 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 other service personnel at the assigned school.

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Manage the operations and all other activities and functions which occur at the assigned school.
- \*(2) Plan a program of study that is designed to meet the individual needs, interests, and abilities of the students.
- \*(3) Develop, implement, and assess the instructional programs at the assigned school

PRINCIPAL, ALTERNATIVE SCHOOL (continued)

- and coordinate with District instructional staff in program planning.
- \*(4) Strive to implement, by instruction and action, the District's philosophy of education and instructional goals and objectives.
- \*(5) Plan, instruct classes when necessary, evaluate students' accomplishments, and encourage students to set and maintain high standards of learning and behavior.
- \*(6) Counsel students concerning learning strategies, study skills, career interests, academic planning, social and behavioral skills, and other appropriate issues.
- \*(7) Develop positive school/community relations and act as liaison between the school and community. Communicates effectively both orally and in writing with parents, students, teachers, and the community
- \*(8) Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school.
- \*(9) 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.
- \*(10) Interview and select qualified personnel to be recommended for employment.
- \*(11) Conduct performance appraisals and make reappointment recommendations for school personnel.
- \*(12) Manage and administer personnel development through training, inservice and other developmental activities.
- \*(13) Implement and administer negotiated employee contracts at the school site.
- \*( 14) Develop 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) Coordinate all maintenance functions at the assigned school.
- \*(18) Coordinate and supervise transportation services at the assigned school.
- \*(19) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- \*(20) Establish and manage student accounting and attendance procedures at the assigned school.
- \*(21) Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
- \*(22) Assign and supervise school personnel to special projects for the enhancement of the school.
- \*(23) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \*(24) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \*(25) Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- \*(26) Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \*(27) Participate in county-wide management meetings and other meetings appropriate for professional development.
- \*(28) Direct the establishment of adequate property inventory records and ensure the security of school property.
- \*(29) Coordinate the supervision of all extracurricular programs at the assigned school.
- \*(30) Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all schoolsponsored activities, and

## **PRINCIPAL, ALTERNATIVE SCHOOL (continued)**

maintain a calendar of all school events.

- \* (31) Serve as a member of the Superintendent's District-wide management team.
- \* (32) Provide leadership in the school improvement process and implement the school improvement plan.
- \* (33) Maintain visibility and accessibility on the school campus.
- \* (34) Attend school-related activities and events.
- \* (35) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \* (36) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- \* (37) Use effective interpersonal communication skills.
- \* (38) Direct the development of the master schedule and assign teachers according to identified needs.
- \* (39) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (40) Ability to work in a constant state of alertness and safe manner.

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently, and/or up to 10 pounds of force 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 on evaluation of personnel.

Essential Performance Responsibilities

## **Job Description Supplement Code 5**

**Lane PL HS**

**Pay Group 1.0000 of the Administrative Salary Schedule**

**DOE Job Code 73004 EEO Line 12**

**Revised Board Approval 04/11/2017**