

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

PRINCIPAL, ELEMENTARY 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 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 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 with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of elementary school students. Ability to use group dynamics within the context of cultural diversity. Ability to demonstrate effective communication and interaction skills with all stakeholders; knowledge of Florida reform and accountability initiatives and effective school concepts.

REPORTS TO:

Superintendent

JOB GOAL

To use all materials and human resources available to the greatest advantage in the service of all students at the school site. To provide leadership to successfully administer and supervise the total educational program within the framework of State Board Regulations and School Board Policies.

SUPERVISES:

Instructional and Support Staff and other Service Personnel while functioning at the assigned school.

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide instructional and non-instructional leadership and supervision, as well as 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. Manage and administer the testing program for the school.
- * (7) Manage and supervise the wise use of personnel resources.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (8) Manage, supervise and evaluate all personnel in accordance with the established rules and regulations.
- (9) Actively participate, as requested, in the development and adoption of District tests, textbooks and curriculum programs.
- *(10) Manage the implementation and administration of negotiated employee contracts at the school level.
- (11) Manage and administer the development of long- and short-range instructional and facility needs.
- *(12) Manage and administer plant safety and facility inspection, including supervision of the buildings and grounds at the school.
- *(13) Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of the facility.
- *(14) Coordinate facility and support service requirements with appropriate District offices.
- *(15) Manage the discipline of students on buses, including statutory provisions for suspension.
- *(16) Coordinate and supervise the transportation services at the assigned school.
- *(17) Maintain a high visibility within all areas of the facility.
- *(18) Manage the discipline of students on campus, including statutory provisions for suspension and adhering to adopted District policies.
- *(19) Manage and supervise the function of financial planning for the school, including the preparation of the school's budget.
- *(20) Manage and supervise, through wise use, the financial resources of the school.
- *(21) Manage and administer the function of purchasing by the school to ensure maximum educational value of supplies, materials, equipment and services.
- *(22) Adhere to State statute and District policies relating to financial accounting to ensure judicious management of all school funds.
- *(23) Manage and administer the preparation of financial reports for the school.
- *(24) Manage and administer the function of student accounting at the school, as it pertains to funding and attendance.
- *(25) Manage and administer through statute and District guidelines, the school food service program.
- *(26) Develop and maintain positive school / community relations and act as liaison between the two.
- (27) Actively participate in the recruitment of business partnerships to benefit the school community.
- *(28) Establish guidelines for proper student conduct and effective disciplinary procedures and policies.
- (29) Assign and supervise special tasks to school personnel.
- *(30) Assign, to teachers, such responsibility and authority for student control as deemed appropriate.
- *(31) Communicate, through staff meetings, for the purpose of keeping staff informed of policy, procedures, instructional programs and existing problems.
- *(32) Communicate, to the Superintendent, information relating to various problems or events of unusual nature.
- (33) Actively participate in District management meetings and other required meetings.
- *(34) Provide leadership in the event of school crisis through a high level of physical activity.
- *(35) Maintain accountability of property inventory records and security of school property.
- *(36) Develop the master schedule for teachers and assign teachers and students by identified needs.
- *(37) Provide leadership for, and supervision of, extracurricular activity / events / programs.
- (38) Approve school-sponsored activities and maintain a calendar of all school events.
- *(39) Provide for the articulation of the school's instructional program among school personnel.
- (40) Administer and develop certified and non-certified duty rosters for the school.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (41) Provide leadership in the school improvement process and implement the school improvement plan.
- (42) Orient newly assigned staff members and assist in their development through training, in-service and other developmental activities that are linked to student results and the school improvement plan.
- * (43) Assume all duties and responsibilities in Florida statutes. Implement School Board policy, state statutes, Code of Ethics and federal regulations as they pertain to the assigned school.
- (44) Be proactive in decisions relating to school and community well being.
- (45) Use effective, positive interpersonal communication skills; provide leadership in developing a school environment that is open and customer/student focused.
- (46) Implement procedures to ensure that the rights of children with disabilities and parents of such children are protected.
- (47) Establish job assignments for school site administrators; and serve as coach/mentor to others preparing for school principal certification.
- (48) Establish and maintain individual professional development plans for each instructional employee.
- (49) Provide leadership and support the work of the School Advisory Council.
- (50) Provide instructional leadership and supervision for student achievement in the school; and in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test and other tests designed and adopted to measure student achievement.
- (51) Provide leadership in the effective use of technology in the classroom and in school administration.
- (52) Provide leadership in the development of the school beliefs, vision, mission and goals and align them with the district's mission, school improvement plan and curriculum.
- (53) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (54) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as 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 on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 1

Lane PL EM

Salary Index 1.0000 of the Administrative Salary Schedule

DOE Job Code 73001

Revised Board Approval 04/11/2017