

SCHOOL DISTRICT OF JACKSON COUNTY**JOB DESCRIPTION****PRINCIPAL OF ELEMENTARY SCHOOL****QUALIFICATIONS:**

1. Currently hold a Masters Degree from an accredited educational institution with certification in Administration, Supervision, Educational Leadership or School Principal, *and*
2. Have a minimum of five years successful experience in teaching and/or administration, *and*
3. Have completed the Jackson County School District Administrative Intern Program; or have completed a similar program within another school District, *and*
4. Currently hold certification or be eligible for certification as a School Principal by the State of Florida, or be eligible to enroll in the District Level II School Principal Certification Program

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.

REPORTS TO:

Superintendent

JOB GOAL

To provide the visionary leadership necessary to develop and implement 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, Administrative, and Service Personnel at the assigned school

Board Approved January 20, 1998

Amendments Board Approved: April 12, 2003, March 19, 2013, April 17, 2018

PRINCIPAL OF ELEMENTARY SCHOOL (Continued)

PERFORMANCE RESPONSIBILITIES:

- (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. Manage and administer the testing program for the school.
- (7) Manage and supervise the wise use of personnel resources.
- (8) Manage, supervise and evaluate personnel.
- (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 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.

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PRINCIPAL OF ELEMENTARY SCHOOL (Continued)

- (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, through the Area Superintendent, 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 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.
- (41) Provide leadership in the school improvement process.
- (42) Orient newly assigned staff members and assist in their development.
- (43) Assume all duties and responsibilities in Florida statutes.
- (44) Be proactive in decisions relating to school and community well-being.
- (45) Use effective, positive interpersonal communication skills.
- (46) Perform other incidental tasks consistent with the goals and objectives of this position.
- (47) And other duties assigned by immediate administrator or supervisor.

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 constantly to move objects.

TERMS OF EMPLOYMENT:**Placement in an Elementary School Principal position on or after 7/1/13**

Approved Unit Compensation plan, pay grade 8-13

11 or 12 months

7.5 hours per day

Placement in an Elementary School Principal position prior to 7/1/13

Approved Unit Compensation plan, pay grade 8-16

11 or 12 months

7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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