

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### PRINCIPAL OF MIDDLE 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*
3. 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 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 assigned 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 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 15, 2003, March 19, 2013, April 17, 2018

## PRINCIPAL OF MIDDLE SCHOOL (Continued)

**PERFORMANCE RESPONSIBILITIES:**

- (1) Manage the operation and all other activities and functions which occur at the assigned school.
- (2) Develop positive school/community relations and act as liaison between the school and community. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- (3) Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
- (4) Provide training opportunities to personnel at the assigned school.
- (5) Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school.
- (6) Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans. Manage and administer school functions relating to these plans.
- (7) Interview and select qualified personnel to be recommended for employment.
- (8) Conduct performance appraisals and make reappointment recommendations for school personnel.
- (9) Manage and administer personnel development through training, in-service and other developmental activities.
- (10) Implement and administer negotiated employee contracts at the school site.
- (11) Develop long- and short-range facility needs at the assigned school.
- (12) Coordinate facility and support service requirements.
- (13) Coordinate plant safety and facility inspections at the assigned school.
- (14) Coordinate all maintenance functions at the assigned school.
- (15) Coordinate and supervise transportation services at the assigned school.
- (16) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and school's internal accounts.
- (17) Establish and manage student accounting and attendance procedures at the assigned school.
- (18) Coordinate the school food service program at the assigned school.
- (19) Assign and supervise school personnel to special projects for the enhancement of the school.
- (20) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- (21) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- (22) Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- (23) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- (24) Participate in county-wide management meetings and other meetings appropriate for professional development.
- (25) Direct the establishment of adequate property inventory records and ensure the security of school property.
- (26) Coordinate the supervision of all extracurricular programs at the assigned school.

**Board Approved January 20, 1998**

**Amendments Board Approved: April 15, 2003, March 19, 2013, April 17, 2018**

## PRINCIPAL OF MIDDLE SCHOOL (Continued)

- (27) Manage and supervise the school's student activity programs, including the selection of club sponsors. Approve all school-sponsored activities, and maintain a calendar of all school events.
- (28) Serve as a member of the Superintendent's District-wide management team.
- (29) Provide leadership in the school improvement process and implement the school improvement plan.
- (30) Maintain visibility and accessibility on the school campus.
- (31) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- (32) Supervise and monitor accurate and timely data collection and reporting requirements.
- (33) Use effective interpersonal communication skills.
- (34) Direct the development of the master schedule and assign teachers according to identified needs.
- (35) Establish the job assignments for all school-site administrators and assess the school-site administrator's performance
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.
- (37) 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 a Middle School Principal position on or after 7/1/13

Approved Unit Compensation plan, pay grade 12-15

12 months

7.5 hours per day

Placement in a Middle School Principal position prior to 7/1/13

Approved Unit Compensation plan, pay grade 8-16

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.