

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### PRINCIPAL OF HOPE PRINCIPAL OF JACKSON ALTERNATIVE SCHOOL

##### QUALIFICATIONS

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educated Leadership or as School Principal by the State of Florida.
- (3) Certification in Mentally Handicapped and/or Emotionally Handicapped preferred.
- (4) Minimum of 5 years educational experience, preferably including administrative and/or instructional experience with mentally handicapped and/or emotionally handicapped students.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of rules and regulations as defined by local, state, and federal policy, rule, and statutes. Ability to determine and effectively plan for the needs of mentally handicapped and emotionally handicapped students, who may also be medically fragile. Ability to prepare and manage the school's budget. Knowledge of current trends and research. Skills in personnel management and supervision. Ability to define an intense and/or volatile situation/crisis.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide the leadership necessary to administer and supervise all programs, policies, and activities of the school to ensure high quality educational experiences and services for the students.

##### SUPERVISES:

Instructional, Support, and Service Personnel at the assigned school

##### PERFORMANCE RESPONSIBILITIES

- (1) Supervise the operation and management of assigned school.
- (2) Supervise/direct the development and implementation of quality educational programming for all students.
- (3) Implement process to ensure safety of students.
- (4) Ensure educationally relevant support services are available to students.
- (5) Supervise the selection of instructional materials and equipment needed at the school.
- (6) Manage and supervise the function of financial planning of the school's budget and internal accounts.
- (7) Ensure appropriate physical building environment.

**Board Approved January 20, 1998**  
**Amendment Board Approved April 15, 2003**  
**Amendment Board Approval March 19, 2013**

## **PRINCIPAL OF HOPE, PRINCIPAL OF JACKSON ALTERNATIVE (Continued)**

- (8) Manage and supervise the function of personnel services for the school, including selecting qualified personnel to be recommended for employment, reappointment, performance appraisal, and disciplinary actions as appropriate.
- (9) Supervise the preparation and maintenance of accurate and timely reports and records.
- (10) Monitor school inventory.
- (11) Communicate with other agencies effecting the school program.
- (12) Assign and supervise special tasks.
- (13) Implement process of student and staff recognition.
- (14) Assume responsibility for all matters involving school issues.
- (15) Provide school personnel with staff development opportunities.
- (16) Monitor compliance procedures for student accounting.
- (17) Maintain high visibility about the campus and classrooms.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- (19) Other duties assigned by the 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 as Principal of Hope School/Jackson Alternative School on or after 7/1/13**

Approved Unit Compensation plan, pay grade 8-13

11 or 12 months

7.5 hours per day

### **Placement as Principal of Hope School/Jackson Alternative School 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.

**Board Approved January 20, 1998  
Amendment Board Approved April 15, 2003  
Amendment Board Approval March 19, 2013**