

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### PRINCIPAL, MIDDLE SCHOOL

#### QUALIFICATIONS:

- (1) Master's Degree or higher.
- (2) Certification in School Principal or equivalent.
- (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 technology research. Knowledge and understanding of the unique needs and characteristics of assigned students. Ability to maintain a sensitivity to multi-cultural issues. Ability to demonstrate effective communication and interaction skills with all stakeholders. Knowledge of Florida reform and accountability initiatives and effective school concept.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide the leadership and vision necessary to develop, administer, and monitor 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

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide instructional/non-instructional leadership and supervision for the school, as well as 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) Establish and maintain individual professional development plans for each instructional employee.

**PRINCIPAL, MIDDLE SCHOOL (Continued)**

- \* (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) Provide training opportunities to personnel assigned to the school, as well as lead, manage and administer personnel development through training, in-service and other developmental activities that are linked to student results and the school improvement plan.
- \*(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 and other school related issues.
- \*(23) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- (24) Participate in countywide 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.
- \*(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, Code of Ethics and Principles of Professional Conduct, 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. Provide leadership in developing a school environment that is open and customer/student focused.
- \*(34) Direct the development of the master schedule and assign teachers and students according to identified needs.

**PRINCIPAL, MIDDLE SCHOOL (Continued)**

- \*(35) Establish the job assignments for all school-site administrators, serve as coach/mentor to others preparing for school principal certification, and assess the school-site administrator's performance.
- (36) Implement procedures to ensure the rights of children with disabilities and parents of such children are protected.
- (37) Provide instructional leadership and supervision for student achievement in the school and accountability for school to work transitions.
- (38) Provide leadership and support the work of the School Advisory Council.
- (39) Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test and other tests designed and adopted to measure student achievement.
- (40) Provide leadership in the effective use of technology in the classroom and in school administration.
- (41) Provide leadership to all stakeholders in the development of school beliefs, vision, mission and goals and align them with the district's mission, school improvement plan and curriculum.
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(43) 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 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 EM**

**Salary Index 1.000 of the Administrative Salary Schedule**

**DOE Job Code 73002**

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