

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

INTERIM PRINCIPAL

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification as School Principal or Professional School Principal, Educational Leadership or its equivalent.
- (3) Minimum of two years administrative experience.
- (4) Enrolled in the District's Preparing New Principals Program.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Skill to motivate students and teachers. Effective communication skills (written and oral). Computer skills. Ability to organize, prioritize, and manage time well. Good listening skills. Ability to manage large groups including appropriate means of crowd control. High level of stamina. Demonstrated proactive orientation. Knowledge of curriculum. Knowledge of laws, regulations and codes affecting school management. Knowledge of public relation techniques and strategies. Knowledge of test analyses and the application of analyses to curriculum development. Ability to prepare and manage the school's budget and allocated resources. Ability to meet extended responsibilities and the regular school day. Ability to access all areas of the school and grounds.

REPORTS TO:

Administrative Assistant for Elementary and Middle Schools

JOB GOAL

To provide the leadership and vision necessary to create an atmosphere conducive to student learning at the highest possible level appropriate to age group, and to assume responsibility for all aspects of the school's operation.

SUPERVISES:

All School-based Personnel.

PERFORMANCE RESPONSIBILITIES:

- (1) Refer to the Principal Job Description at the assigned level.
- (2) Complete all requirements according to the established time lines in the PLAN FOR PREPARING NEW PRINCIPALS.
- (3) Serve as a district representative at emergency shelters as determined by the Superintendent.

INTERIM PRINCIPAL (Continued)

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.

Extended hours beyond the regular school day may be frequently required.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

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| Board Action | _____ |
| Approved | _____ |
| Revised | <u>10/5/04</u> |