

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

PRINCIPAL, ADULT EDUCATION/VOCATIONAL CENTER

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as School Principal or Professional School Principal.
- (3) Minimum of two years administrative experience.

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 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:

Assistant Superintendent for Administration

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:

Technical/Professional Knowledge

- * (1) Establish, implement, and assess the instructional program at the assigned school.
- * (2) Interview and select qualified personnel to be recommended for employment.
- * (3) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.
- * (4) Implement and administer negotiated employee contracts at the school site.
- * (5) Coordinate the school food service program requirements.
- * (6) Implement School Board policy, state statutes, and federal

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- regulations as they pertain to the assigned school.
- * (7) Establish guidelines and policies that ensure a safe and orderly environment.
- * (8) Supervise counseling services at the school.

Proactive Orientation

- * (9) Assist students in accessing support services.
- * (10) Exercise proactive leadership in promoting the vision and mission of the District.
- * (11) Be proactive in recognizing and solving school problems.
- * (12) Anticipate future problems as activities are planned.
- * (13) Initiate programs and organize resources to carry out the Center's Continuous Improvement Plan.

Critical Thinking

- * (14) Provide an instructional program which meets local community, business, and industry needs.
- * (15) Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- * (16) Provide leadership in the school improvement process and the implementation of the School's Continuous Improvement Plan.
- * (17) Identify and appoint members to serve on school/program advisory and craft committees.
- * (18) Access, analyze, interpret, and use data in decision-making.
- * (19) Use technology effectively.

Managerial

- * (20) Ensure that the school is in compliance with policies and procedures of accrediting agencies and licensure boards.
- * (21) Establish and coordinate procedures for student, teacher, business, and community evaluation of curriculum.
- * (22) Assign and supervise school personnel for special projects for the enhancement of the school.
- * (23) Establish the job assignments for all school-site personnel and assess performance.
- * (24) Manage the operation and all activities and functions which occur at the assigned school.
- * (25) Develop long- and short-range facility needs at the assigned school.
- * (26) Coordinate facility and support service requirements.
- * (27) Coordinate plant safety and facility inspections at the assigned school.
- * (28) Coordinate all maintenance functions at the assigned school.
- * (29) Coordinate and supervise transportation services at the assigned school.
- * (30) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- * (31) Manage student accounting at the assigned school as it relates to

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F.E.F.P. funding and future planning.

- * (32) Direct the establishment of adequate property inventory records and ensure the security of school property.
- * (33) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- * (34) Delegate responsibilities to appropriate staff members.

Continuous Improvement

- * (35) Manage and administer personnel development through training, in-service and other developmental activities.
- * (36) Provide training opportunities and feedback to personnel at the assigned school.
- * (37) Participate in District management meetings and other meetings and activities appropriate for professional development.
- * (38) Maintain and model high standards of professional conduct.
- * (39) Set high goals and standards for self, others, and organization.
- * (40) Provide recognition and celebration for students, staff, and school accomplishments.
- * (41) Keep abreast of trends and best practices in adult and technical education.

Facilitation

- * (42) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (43) Adjust strategies to accommodate unexpected situations.
- * (44) Understand and utilize collaborative planning strategies.
- * (45) Involve others in choosing course of action.
- * (46) Facilitate problem-solving by groups and individuals.

Communication

- * (47) Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- * (48) Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- * (49) Maintain visibility and accessibility on the school campus.
- * (50) Attend school-related activities and events.

Constancy of Purpose

- * (51) Align school initiatives with District, state, and school goals.
- * (52) Articulate the school mission and curriculum to area schools and adult population.
- * (53) Develop positive school/community relations and serve as liaison between the school and community.
- * (54) Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school functions relating to these items.
- * (55) Serve as a member of the Superintendent's District-wide management team at the Superintendent's request.
- * (56) Demonstrate commitment to the vision, mission, goals and

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- priorities of the District.
- * (57) Establish a vision and mission for the school in collaboration with stakeholders.
- * (58) Serve as a district representative at emergency shelters as determined by the Superintendent.
- (59) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (60) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- * (61) Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
- * (62) Serve as final arbitrator for difficult problems.
- * (63) Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.

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. 10

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04