

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

PRINCIPAL, ELEMENTARY SCHOOL

QUALIFICATIONS:

- (1) Master's Degree from an accredited 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 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:

Technical/Professional Knowledge

- * (1) Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school, consistent with the District's goals and priorities.
- * (2) Oversee the administration of the testing program for the school.
- * (3) Interview and select qualified personnel to be recommended for appointment.
- * (4) Supervise, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

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- * (5) Implement and administer negotiated employee contracts at the school site.
- * (6) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- * (7) Establish and manage student accounting and attendance procedures at the assigned school.
- * (8) Supervise the school food and nutrition and custodial programs at the school.
- * (9) Coordinate and provide supervision for school-related before and/or after-school programs or activities.
- * (10) Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Proactive Orientation

- * (11) Develop work groups and monitor their progress.
- * (12) Access District and community resources to meet school needs.
- * (13) Provide leadership and direction for all aspects of the school's operation.
- * (14) Establish and actively pursue a vision and mission for the school in collaboration with all stakeholders.
- * (15) Initiate programs and organize resources to carry out the School's Continuous Improvement Plan.
- * (16) Anticipate difficult situations and develop prevention and intervention strategies.
- * (17) Locate and apply for grants and seek business partnerships to support school priorities.

Critical Thinking

- * (18) Facilitate and coordinate the development of the School's Continuous Improvement Plan.
- * (19) Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- * (20) Use technology effectively
- * (21) Locate needed data and information.
- * (22) Consider different perspectives, alternative options, and consequences of each in making decisions.

Managerial

- * (23) Oversee the selection and acquisition of instructional materials and equipment.
- * (24) Assign tasks and supervise personnel in task accomplishment.
- * (25) Supervise the operation, activities, and functions at the school site.
- * (26) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget.
- * (27) Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
- * (28) Monitor the custodial program at the school to ensure a clean,

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- healthy, and safe learning environment.
- * (29) Supervise transportation services at the assigned school.
- * (30) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

Continuous Improvement

- * (31) Facilitate the development and implementation of an effective staff development program.
- * (32) Provide training opportunities and feedback to personnel at the assigned school.
- * (33) Model and maintain high standards of professional conduct.
- * (34) Participate in District management meetings and other activities to enhance professional development.
- * (35) Set high standards and expectations for self, others, and school.
- * (36) Provide recognition and celebration for student, staff and school accomplishments.

Facilitation

- * (37) Facilitate a program of family and community involvement.
- * (38) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (39) Facilitate problem-solving by individuals and groups.
- * (40) Involve others in choosing courses of action.
- * (41) Deal with problems associated with change.
- * (42) Build teams to accomplish plans, goals, and priorities.
- * (43) Work with parents to resolve complaints or concerns.

Communication

- * (44) Maintain visibility and accessibility on the school campus and at school-related activities and events.
- * (45) Use effective communication techniques with students, teacher parents, and other stakeholders.
- * (46) Write and disseminate newsletters, memos, letters, press releases, agendas and other materials.
- * (47) Use E-mail effectively.
- * (48) Model effective listening and positive interaction skills

Constancy of Purpose

- * (49) Collaborate with school and District personnel to plan and implement District initiatives.
- * (50) Exercise proactive leadership in promoting the vision and mission of the District.
- * (51) Promote/market the school and its priorities to the community.
- * (52) Orient new staff about the nature of the school and its mission.
- * (53) Use the School's Continuous Improvement Plan in making decisions.
- * (54) Serve as a district representative at emergency shelters as

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determined by the Superintendent.

- * (55) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (56) Establish procedures to be used in the event of school crises and provide leadership in the event of such incidents.
- * (58) Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
- * (59) Serve as final arbitrator for difficult discipline problems and manage the student services program, including the Code of Student Conduct.
- * (60) Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- * (61) Deal effectively with emergency situations, and abuse situations.
- * (62) Investigate student accidents and other incidents and take appropriate action.

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** _____