

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### PRINCIPAL, MIDDLE SCHOOL

#### **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 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 a 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) Conduct performance appraisals and make reappointment recommendations for school personnel.
- \* (4) Implement and administer negotiated employee contracts at the school site.
- \* (5) Coordinate the school food service program at the assigned school, including guidance, drop-out prevention, health services, attendance and related areas.

## **PRINCIPAL, MIDDLE SCHOOL (Continued)**

- \* (6) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \* (7) Supervise the implementation of the school's student services plan, including guidance, drop-out prevention, health services, attendance and related areas.
- \* (8) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.

### **Proactive Orientation**

- \* (9) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (10) Establish a vision and mission for the school in collaboration with stakeholders.
- \* (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 School's Continuous Improvement Plan.

### **Critical Thinking**

- \* (14) Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- \* (15) Facilitate the development of the School's Continuous Improvement Plan.
- \* (16) Access, analyze, interpret, and use data in decision-making.
- \* (17) Develop long-and short-range facility needs at the assigned school.
- \* (18) Coordinate facility and support service requirements.
- \* (19) Coordinate plant safety and facility inspections at the assigned school.
- \* (20) Coordinate all maintenance functions at the assigned school.
- \* (21) Coordinate and supervise transportation services at the assigned school.
- \* (22) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- \* (23) Establish and manage student accounting and attendance procedures at the assigned school.
- \* (24) Use technology effectively.

### **Managerial**

- \* (25) Monitor the progress and provide feedback to stockholders, throughout the year, on the Continuous Improvement Plan goals.
- \* (26) Establish and coordinate procedures for student, teacher parent, and community evaluation of curriculum.
- \* (27) Direct the development of the master schedule and assign teachers according to identified needs.

## **PRINCIPAL, MIDDLE SCHOOL (Continued)**

- \* (28) Assign and supervise school personnel to special projects for the enhancement of the school.
- \* (29) Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
- \* (30) Manage the operation and all activities and functions which occur at the assigned school.
- \* (31) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- \* (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) Coordinate the supervision of all extracurricular programs at the assigned school.
- \* (35) Manage and supervise the school's athletic and student activity programs, including the selection of club sponsors and coaches, approval of all school-sponsored activities, and maintaining a calendar of all school events.
- \* (36) Delegate responsibilities to appropriate staff members.

### **Continuous Improvement**

- \* (37) Promote high student achievement.
- \* (38) Manage and administer personnel development through training in-service and other developmental activities.
- \* (39) Provide training opportunities and feedback to personnel at the assigned school.
- \* (40) Participate in District management meetings and other activities to enhance professional development.
- \* (41) Maintain and model high standards of professional conduct.
- \* (42) Set high goals and standards for self, others, and organization.
- \* (43) Provide recognition and celebration for student, staff and school accomplishments.
- \* (44) Keep abreast of current research, trends, and best practices in middle school education.

### **Facilitation**

- \* (45) Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- \* (46) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (47) Adjust strategies to accommodate unexpected situations.
- \* (48) Understand and utilize collaborative planning strategies.
- \* (49) Involve others in choosing courses of action.
- \* (50) Facilitate problem-solving by groups and individuals.

### **Communication**

- \* (51) Communicate effectively both orally and in writing with parents,

## **PRINCIPAL, MIDDLE SCHOOL (Continued)**

- students, teachers, and the community.
- \* (52) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \* (53) Use effective interpersonal communication skills.
- \* (54) Maintain visibility and accessibility on the school campus.
- \* (55) Attend school-related activities and events.
- \* (56) Write and disseminate newsletters, memos, letters, press releases and other appropriate materials.
- \* (57) Model effective listening and positive interaction skills.

### **Constancy of Purpose**

- \* (58) Coordinate with District instructional staff in program planning.
- \* (59) Align school initiatives with District, state, and school goals.
- \* (60) Develop positive school/community relations and serve as liaison between the school and community.
- \* (61) Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans,. Mange and administer school functions relating to these items.
- \* (62) Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- \* (63) Serve as a member of the Superintendent's District-wide Leadership Team.
- \* (64) Provide leadership and direction for developing the best possible learning/teaching environment.
- \* (65) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (66) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Decisiveness**

- \* (67) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \* (68) Serve as final arbitrator for difficult problems, including student discipline.
- \* (69) 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.

**PRINCIPAL, MIDDLE SCHOOL (Continued)**

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