

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### SPECIAL CENTER PRINCIPAL – JUDY ANDREWS EDUCATIONAL CENTER

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as a School Principal by the state of Florida.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Satisfactory completion of the District Administrative Training Program.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and understanding of the unique needs and characteristics of students at the assigned school level. Ability to provide leadership and direction for the school. Ability to involve others in the decision-making process. 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, both orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students at the assigned school level.

#### REPORTS TO:

Director I - High School Education

#### JOB GOAL

To provide leadership necessary to design, develop, implement and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring and enriching environment to promote student success.

#### SUPERVISES:

Administrative, Instructional, Support and Service Personnel at the assigned school

#### PERFORMANCE RESPONSIBILITIES:

##### Instructional Program Leadership / Development

- \* (1) Provide instructional leadership and supervision for student achievement.
- \* (2) Manage and administer the development, implementation and assessment of the instructional program at the assigned school.
- \* (3) Use current research, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- \* (4) Promote high student achievement.
- \* (5) Coordinate program planning with District instructional staff.
- \* (6) Manage the selection of textbooks, materials and equipment at appropriate level.

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- \* (7) Manage and administer the testing program for the school.
- \* (8) Align school initiatives with District, state and school goals.
- \* (9) Establish and coordinate procedures for teacher, parent and community evaluation of curriculum.
- \*(10) Assign teachers according to identified needs.
- \*(11) Facilitate the horizontal and vertical articulation of curriculum within the school.
- \*(12) Facilitate, monitor and coordinate the implementation of Exceptional Student Education (ESE) programs and services.
- \*(13) Provide leadership in the effective use of technology in the classroom.

**Personnel Action Services**

- \*(14) Supervise the establishment and maintenance of individual professional development plans for each instructional employee.
- \*(15) Interview and select qualified personnel to be recommended for employment.
- \*(16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(17) Implement and administer negotiated employee contracts at the school site.
- \*(18) Assign and supervise school personnel to special projects for the enhancement of student learning.
- \*(19) Establish job assignments for school-site administrators, teachers and support personnel.
- \*(20) Develop and administer duty rosters for certificated and non-certificated staff as required.
- \*(21) Manage and administer personnel development through training, inservice and other developmental activities.
- \*(22) Provide training opportunities and feedback to personnel at the assigned school.

**School Operations / Delivery Systems**

- \*(23) Supervise the operation and management of all activities and functions at the assigned school.
- \*(24) Develop positive school / community relations and act as liaison between the school, the community and other agencies.
- \*(25) Access, analyze, interpret and use data in decision-making.
- \*(26) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- \*(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, healthy and safe learning environment.
- \*(29) Supervise the orderly movement and safety of transportation services on school grounds.
- \*(30) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- \*(31) Establish and manage accurate student accounting and attendance procedures at the assigned school.
- \*(32) Coordinate the school food services program at the assigned school, including the free and reduced food services program requirements.
- \*(33) Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- \*(34) Communicate, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature.
- \*(35) Direct the establishment of adequate property inventory records and ensure the security of school property.
- \*(36) Implement School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- \*(37) Supervise the preparation and maintenance of accurate and timely reports and records.

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**Student Support Services**

- \*(38) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \*(39) Facilitate a program of family and community involvement.
- \*(40) Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- \*(41) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \*(42) Coordinate the supervision of all extracurricular programs at the assigned school.
- \*(43) Manage student activity programs, including the selection of club sponsors and coaches, approve all school-sponsored activities and maintain a calendar of all school events.
- \*(44) Maintain visibility and accessibility on the school campus.
- \*(45) Attend school-related activities and events.

**Personal / Professional Employee Qualities**

- \*(46) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- \*(47) Communicate effectively, both orally and in writing, with parents, students, teachers and the community.
- \*(48) Model effective listening and positive interaction skills.
- \*(49) Maintain and model high standards of professional conduct.
- \*(50) Serve as a member of the Superintendent's District-Wide Leadership Team as requested.
- \*(51) Set high goals and standards for self, others and organization.
- \*(52) Keep abreast of trends and changes in educational programs and procedures.
- \*(53) Participate in developing the District strategic plan, District school calendar, staffing plan and manpower plan and manage and administer school functions relating to these items.

**Leadership**

- \*(54) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- \*(55) Establish a vision and mission for the school in collaboration with key stakeholders.
- \*(56) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(57) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(58) Access District and community resources to meet school needs.
- \*(59) Anticipate problems and difficult situations and plan appropriately to handle them.
- \*(60) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- \*(61) Provide recognition and celebration for staff, student and school accomplishments.
- \*(62) Build teams to accomplish plans, goals and priorities.
- \*(63) Promote and market the school and its priorities.
- (64) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

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**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

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 5**

**Date of Board Approval: August 21, 2001**

**Date of Revision: April 24, 2007**