

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

PRINCIPAL, Exceptional Education Center

QUALIFICATIONS

- A minimum of a Master's Degree with certification in School Principal.
- At least three years of satisfactory teaching and two years of satisfactory administrative experience in Exceptional Education.

REPORTS TO Director of Exceptional Student Support Services and Superintendent

SUPERVISES Assigned personnel

POSITION GOAL

The Principal is a member of the managerial staff of the district to who is delegated the administrative responsibility and instructional leadership for planning, management, operation and evaluation of the educational program of the school to which assigned. (Fla. Statutes 231.085)

PERFORMANCE RESPONSIBILITIES

1. * Provide for a safe and positive environment in which learning is of prime importance.
2. * Demonstrate positive inter-personal relationships with staff, students and the community.
3. * Provide an efficient and effective management of human resources which includes delegating authority and responsibility clearly and appropriately in accomplishing organizational goals.
4. * Organize and direct a periodic evaluation of the total school programs, analyze, interpret, and utilize data in planning.
5. * Develop and implement a comprehensive plan in accordance with the District's goals and objectives, utilizing input from staff and community.
6. * Provide sound business management through leadership in planning the school budget for the efficient and effective use of resources. Allocate funds, supplies, materials and equipment in a meaningful manner.
7. * Assume administrative responsibility for all records and reports required.
8. * Implement Federal Laws, State Board Rules, District policies and procedures.
9. * Identify and pursue areas for personal/professional growth.
10. * Implement a Behavior Management Plan based on the Code of Student Conduct, which meets the unique individual needs of the students consistent with school goals.
11. * Initiate action and readily take responsibility for all aspects of the daily operations of the school.
12. * Share responsibility for programs and services of the total school district.
13. * Administer the program of extracurricular activities as it relates to the needs of the students.
14. * Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.
15. * Garner support for ideas and programs through appropriate adjustment of interaction strategies.
16. * Coordinate office activities of Diagnostician, Staffing Specialists, and Work Experience staff.
17. * Coordinate/supervise the PAI (Preventative Alternative Intervention) Program.
18. * Supervise/evaluate/recruit personnel required to meet center program responsibilities.
19. Perform other duties as may be assigned by the Director of Exceptional Student Support Services and/or the Superintendent pursuant to the rules and regulations of the School Board and State Board of Education.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PRINCIPAL, Exceptional Education Center, page 2

PHYSICAL ACTIVITY

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-03-P \$77,976 - \$119,614
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position	TBA	Function	Vary
Personnel Category	3	Survey Code	73005
EEO-5 Line	12	Job Code	1515

FLSA

Applicable
 Not applicable

BOARD APPROVED

January 27, 2004

**Previous Board Approval
June 14, 1989**