

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### Principal on Assignment

#### QUALIFICATIONS

- A minimum of a Master's Degree with certification in School Principal.
- At least three (3) years of satisfactory teaching and two (2) years of satisfactory School Based Administrative experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current educational trends and research.
- Skills in personnel management and supervision techniques.
- Ability to prepare and manage assigned 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 public speaking, interaction, and problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to analyze and effectively use data in the decision making process.

#### SUPERVISION

**REPORTS TO** Assigned Executive Director  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To perform those administrative responsibilities and provide instructional leadership for planning, management, operation and evaluation of the assigned program and/or project.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Oversee the general administrative operations of the specific program and/or project.
2. \*Keep the Superintendent or Designee informed of the specific program and/or project.
3. \*Make recommendations concerning the implementation and evaluation of the specific program and/or project.
4. \*Prepare or supervise the preparation of reports, records, lists and all other paperwork required or appropriate to the specific program and/or project administration.
5. \*Develop and oversee the specific program and/or project budget, strategic plan and objectives.
6. \*Attend and/or conduct special events or meetings associated with the specific program and/or project implementation.
7. \*Assist with the development of specific program and/or project policies.
8. \*Keep informed of and interpret all laws, regulations, statutes, rules and policies affecting the implementation and continuing development of the specific program and/or project.
9. \*Work cooperatively with leaders and other division administrators in integrating and coordinating individual efforts into a unified program and/or project for the District.
10. \*Serve upon assignment by the Superintendent or Designee as a resource person to various division directors in the District.
11. \*Develop annual goals and objectives consistent with and in support of the Strategic Plan and other priorities.

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- 12. \*Serve on District, state or community councils or committees as assigned or appropriate.
- 13. \*Provide leadership and direction for the assigned area(s) of responsibility.
- 14. \*Assist in implementing the District's goals and strategic commitments.
- 15. Perform other duties as assigned by the appropriate Executive Director.

\*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.

## PHYSICAL ACTIVITIES

**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.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

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

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO - VARY BY LEVEL \***  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 03  
EEO-5 Line 12  
Function 7300  
Job Code \*\*VARY  
Survey Code 73004

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

November 17, 2009

ADA Information Provided by Ron Pinnell  
Position Description Prepared by Ron Pinnell

\*AO-01-A \$100,461 - \$154,104 \*\*Job Code 1517  
\*AO-02-B \$87,790 - \$134,668 \*\*Job Code 1508  
\*AO-03-C \$83,036 - \$127,378 \*\*Job Code 1516