

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PRINCIPAL, Alternative School

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 trends and best practices.
- Knowledge of applicable laws, rules, policies and procedures.
- Skill in human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to communicate and work cooperatively in collaboration with other agencies and personnel.

SUPERVISION

REPORTS TO Executive Director for Secondary Education and/or Superintendent
SUPERVISES All assigned school personnel

POSITION GOAL

To perform those administrative responsibilities and provide instructional leadership for planning, management, operation and evaluation of the educational program of the school.

PERFORMANCE RESPONSIBILITIES

1. * Organize and direct a periodic evaluation of the total school programs, analyze, interpret, and utilize data in planning.
2. * Establish criteria for student admission into the program and direct the admissions procedure.
3. * Develop and implement a comprehensive plan in accordance with the District's goals and objectives, utilizing input from staff and community.
4. * Direct educational initiatives to ensure rigor and relevancy in the curriculum.
5. * Provide an efficient and effective management of human resources that includes delegating authority and responsibility clearly and appropriately in accomplishing organizational goals.
6. * Initiate action and readily take responsibility for all aspects of the daily operations of the school.
7. * Develop a plan for ongoing program review, development, implementation, coordination, and evaluation.
8. * Interpret the education program to the student body at large, to the district staff, to the administration, to the Board and to the public.
9. * Share responsibility for programs and services of the total school district.
10. * Direct and assist with the implementation of innovative practices.
11. * Implement the code of student conduct and establish procedures that encourage student behavior consistent with school goals.
12. * Meet with students enrolled in the program for the purposes of counseling and evaluation.
13. * Provide for a safe and positive environment in which learning is of prime importance.
14. * Supervise/evaluate/recruit personnel required to meet program responsibilities.
15. * Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
16. * Demonstrate positive interpersonal relationships with staff, students and the community.
17. * Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.

PRINCIPAL, Alternative School, page 2

18. * Garner support for ideas and programs through appropriate adjustment of interaction strategies.
19. * 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.
20. * Complete mandated reports relating to areas of responsibility.
21. * Assume administrative responsibility for all records and reports required.
22. * Implement State Board Rules, District policies and procedures.
23. * Identify and pursue areas for personal/professional growth.
24. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

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 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.
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-02-B \$82,439 - \$126,460
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935.0

POSITION CODES

PeopleSoft Position TBD
Personnel Category 3
EEO-5 Line 11
Function 7300
Job Code 1512
Survey Code 73003

FLSA

Applicable
 Not applicable

BOARD APPROVED

February 10, 2004

ADA Information Provided by
Position Description Prepared by John Reichert/Raymond Gaines/EMC