

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PRINCIPAL, Virtual 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 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 Director, Educational Pathways (ePathways) and Strategic Partnerships
SUPERVISES Assigned school 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.

PERFORMANCE RESPONSIBILITIES

1. * Direct and implement the vision for all virtual for all virtual school cost centers.
2. * Provide for a safe and positive environment in which learning is of prime importance.
3. * Demonstrate positive interpersonal relationships with staff, students and the community.
4. * Provide an efficient and effective management of human resources that includes delegating authority and responsibility clearly and appropriately in accomplishing organizational goals.
5. * Organize and direct a periodic evaluation of the total school programs, analyze, interpret, and utilize data in planning.
6. * Collaborate with staff and community to develop a comprehensive plan for school improvement that aligns with the goals and objectives of the school district.
7. * 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.
8. * Maintain an accurate inventory of equipment and supplies.
9. * Assume administrative responsibility for all records and reports required.
10. * Oversee the interviewing, selection, evaluation and termination of cost center employees.
11. * Implement State Board Rules, District policies and procedures.
12. * Identify and pursue areas for personal/professional growth.
13. * Implement the code of student conduct and establish procedures that encourage student behavior consistent with school goals.

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14. * Initiate action and readily take responsibility for all aspects of the daily operations of the school.
15. * Share responsibility for programs and services of the total school district.
16. * Coordinate and participate in professional development activities that support school improvement initiatives.
17. * Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.
18. * Work with districts across the state to investigate new virtual education opportunities.
19. * Provide management services to other districts that have partnered with SCPS for virtual education services.
20. * Work with parents and students to find the educational pathway that leads to success.
21. * Market the various ePathways to home school and private school groups and to the community at large.
22. * Maintain a social networking presence that markets the school and informs students and families.
23. * Work with other principals, administrators and counselors to create learning opportunities for students across the district.
24. * Interface with Executive Directors from all school levels to ensure the virtual program supports and aligns with district goals and policies.
25. * Identify and pursue new virtual pathways for students.
26. * Manage enrollment requests, class assignments and class loads for virtual courses.
27. * Inspire excellence and teamwork in a group of employees that are physically distributed in different locations.
28. * Think creatively to find solutions using an educational model that is unique to the district.
29. * Follow and provide feedback to assist in the direction of legislation as it pertains to virtual education.
30. * Manage and improve the SADL digital curriculum to serve both the virtual program and the entire district.
31. * Assist schools in the development and management of their own programs of innovation that feature virtual or distance learning.
32. * Manage and implement testing procedures for Virtual, home school, partner districts, FLVS and part-time public school students as required.
33. * Maintain agreements with approved and selected curriculum providers and vendors.
34. Perform other duties as assigned by the Director of Educational Pathways (ePathways) and Strategic Partnerships 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.

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.
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-03-P \$77,976 - \$119,614

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 Vary
Job Code 1521
Survey Code 73004

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 7, 2013

ADA Information Provided by Anna-Marie Cote, Ed.D.
Position Description Prepared by Anna-Marie Cote, Ed.D.