

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Principal Middle/junior High

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide the leadership and management necessary at a middle/junior high school to maximize the efforts of teachers and students in an environment which is conducive to educational enhancement, growth and achievement for students. The position is responsible for directing all daily operations of the school campus, supervising and coordinating the work of all professional and classified personnel, ensuring subordinates' adherence to District policies, regulations and goals, preparing required reports, and performing other professional, administrative and supervisory work as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides leadership and management of the assigned middle/junior high school, including all instructional and administrative programs and activities.

Supervises all professional and classified staff members, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining and terminating or recommending termination; prepares periodic employee performance evaluations.

Assigns responsibilities to Assistant Principals to foster professional growth and effective instructional programming; assigns responsibilities to professional staff, including assignments to instructional groups, rooms and supervision duties.

Plans, organizes and implements staff development programs.

Seeks to maintain an atmosphere conducive to good teacher-teacher and teacher-administrator relationships.

Prepares and administers the school's operating budget; serves as overall custodian of school funds allocated to or collected by the school; adheres to state statute and District policies related to financial accounting to ensure judicious management of all school funds; approves expenditures and prepares related reports.

Seeks, secures and administers school-level grants for projects and programs.

Plans, evaluates and recommends school-wide programs, policies, goals and objectives. Ensures that all Board and administrative policies are effectively explained and implemented.

Oversees program development and monitors programs such as alternative education, faculty daycare, Jumpstart, after-school day care, afternoon scholars, Title I programming.

Ensures school compliance with the requirements of state and regional accreditation standards and regulations.

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Provides leadership in the school improvement process.

Oversees school enrollment.

Directs the development of master schedules and plans; develops staffing patterns.

Supervises, reviews and evaluates the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate

Assists in the selection of and supervises the distribution, storage and inventory of all textbooks, instructional materials and supplies for building operation.

Supervises the guidance program to enhance individual student education and development.

Participates as requested in the development and adoption of the District's testing program; manages and administers the testing program for the school; analyzes and makes recommendations related to student achievement data.

Maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students.

Coordinates and supervises the transportation services at assigned school.

Oversees efforts to reward student achievement and recognize outstanding staff.

Receives and responds to inquiries, concerns and complaints from teachers, students and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.

Works with authorized personnel and/or contractors in the maintenance, modification and utilization of the building, physical facilities and school grounds; supervises building custodial care.

Supervises and participates in the preparation and maintenance of all such records and reports as are required by law, Board policies and administrative directives.

Reviews, approves, helps in planning and exercises ultimate supervision over all school programs, clubs, special services, projects, events and publications; provides leadership and administrative support to volunteers, parent-teacher organization officers and members, and others; coordinates school activities with those of other District schools as appropriate; attends special events, including night activities; assists in supervising students in school-sponsored events; encourages teacher participation in school and/or school-related activities.

Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus; prepares and maintains the school crisis management plan; conducts emergency drills.

Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.

Keeps the Superintendent informed of events and activities of an unusual nature as well as routine matters related to the Superintendent's accountability.

Conducts meetings of the staff and attends other District meetings as necessary.

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Meets with and assists school visitors.

Maintains a positive working relationship with the local community and business partners.

Plans and participates in efforts to build or enhance community support of school programs and projects; attends and participates in community meetings as appropriate; prepares and distributes publicity materials, including newsletters and fliers.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, checking/securing doors.

Attends training, conferences and workshops as appropriate to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a large department.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in educational leadership.

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Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Must be Florida certified as a school principal or hold a current Educational Leadership certification from the State of Florida or a reciprocal agency

Requires a valid state driver’s license

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Three to five years of successful experience as a public school principal or assistant principal, district administrator or commensurate leadership experience is preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities.

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Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director Teaching & Learning

Supervises:

School Personnel

PAY GRADE: From: 13901 To: 13925M

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016