

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PRINCIPAL, ADULT AND COMMUNITY EDUCATION CENTER

**SALARY SCHEDULE: ADMINISTRATIVE – PRINCIPAL (HIGH SCHOOL LEVEL)**

**COST CENTER: ADULT HIGH SCHOOL (0391)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Certification in Administration and Supervision or Educational Leadership and School Principal.
- (3) Minimum of five (5) years school experience at an appropriate school.\*
- (4) Minimum of three (3) years experience as a school administrator, administrative intern or similar leadership experience.\*
- (5) Acceptable scores in a written exercise and a behavioral event interview.
  - \* The District uses the definition of a year of experience for instructional personnel as identified in Florida Statute 228.041(9). The definition states that "a year shall be interpreted to mean an entire school year (minimum of 175 days of instruction)". Note: the first year of appointment in the School District shall be as an "Interim Principal" pending successful completion of the Level II, School Principal, certification program.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and experience in managing fee supported programs. Ability to serve students of varying ages. Working knowledge of principles of both pedagogy and theories of adult learning. Demonstrated abilities in fiscal management. Possess effective working relationships with community resources – workforce development, community education and child enrichment. Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce State Board of Education rules, Code of Conduct, School Board policies and appropriate state and federal statutes. Ability to implement and enforce the Collective Bargaining Agreement. Ability to use public speaking skills, group dynamics and problem-solving skills. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Executive / General Director, Workforce Development, Applied Technology and Community Education

#### JOB GOAL

To ensure an environment conducive to teaching and learning for students of all ages.

**SUPERVISES:**

Administrative, Instructional and Service Personnel as assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop and implement a school improvement plan to align the curriculum to meet the instructional needs of the students served by the school.
- \* (2) Conduct needs assessment on a regular basis.
- \* (3) Monitor the delivery of instruction and provide assistance to teachers.
- \* (4) Secure appropriate resources to meet the demands of the curriculum.
- \* (5) Build a culture that supports learning and encourages innovation.
- \* (6) Interpret and use data to improve performance.
- \* (7) Assist employees in developing and securing staff development for improving performance.
- \* (8) Establish and implement a safe orderly school plan.

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- \* (9) Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- \* (10) Develop and implement clear, consistent discipline guidelines and disciplinary action.
- \* (11) Involve the school community in the decision-making process at appropriate levels.
- \* (12) Communicate the vision, mission and goals of the school.
- \* (13) Provide focus on high standards and priorities of the school.
- \* (14) Implement effective communication procedures with parents, students and staff.
- \* (15) Promote feelings of pride and positive public relations regarding the school.
- \* (16) Develop and maintain the budget within guidelines and policies.
- \* (17) Monitor and facilitate a system of procuring materials, supplies and equipment.
- \* (18) Administer the allocation of resources and maintain appropriate records.
- \* (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (20) Select qualified instructional and non-instructional staff.
- \* (21) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (22) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (23) Respond to inquiries or concerns in a timely manner.
- \* (24) Keep the Executive / General Director informed of potential problems or unusual events.
- \* (25) Disseminate information and current research to appropriate personnel.
- \* (26) Keep well informed about current trends and best practices in areas of responsibility.
- \* (27) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (28) Promote and support professional growth for self and others.
- \* (29) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (30) Maintain a network of peer contacts through professional organizations.
- \* (31) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (32) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (33) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (34) Represent, consistently, the District in a positive and professional manner.
- \* (35) Provide leadership and direction for the assigned areas of responsibility.
- \* (36) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \* (37) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (38) Provide oversight and direction for cooperative planning with other agencies.
- \* (39) Set high standards and expectations for self and others.
- \* (40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (41) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (42) Facilitate problem solving by individuals or groups.
- (43) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (44) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

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Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities