

**School District of Santa Rosa County  
Job Description**

**Administrative Intern**

<b>Reports to:</b> School Principal or Designated District Administrator	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> Same As Assigned Principal

**Principal Duties and Responsibilities (Essential Functions):**

- Develop a professional growth plan (PDP) that references an individual growth plan and the needs of the school.
- Document successful demonstration of Florida leadership standards as identified in the HRMD System.
- Assist in the interpretation and implementation of applicable federal, state, and local rules, policies, laws and regulations.
- Assist in being accountable for the effectiveness and efficiency of the assigned site.
- Provide appropriate information to the superintendent, assistant superintendents, principal, or other personnel.
- Assist the superintendent, assistant superintendents, principal, or staff members in organizational analysis and development.
- Assist in administering the assigned budget(s).
- Recommend and direct committees as needed or assigned.
- Assist in the planning and implementation of staff development programs.
- Prepare appropriate administrative reports.
- Communicate and work effectively with district and local personnel.
- Provide own method of transportation to various locations when required.
- Prepare and present oral and written reports to the public and the school system.
- Maintain official school files and records.
- Keep abreast, on a systematic basis, with new trends and publications.
- Participate in appropriate activities for continued professional growth
- Assist the principal in assessing the educational needs of the community and developing plans to meet them.
- Assist the principal in developing and implementing the approved educational program to meet the needs of the students.
- Assist in directing the professional and non-professional staffs in the performance of their duties.
- Assist in developing a public relations program to further the community's understanding and support of the district's goals.
- Assist in utilizing available resources of the community to develop an effective educational program.
- Assist in coordinating a school safety program.
- Transport students to various locations as approved and/or directed.
- Assist in supervision of after-school and extracurricular activities.
- Assume the responsibilities of the site administrator when the site administrator is not available.
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

School Principal

**Supervision Exercised:**

Instructional, support, and service personnel as assigned by the Principal.

**Minimum Qualifications & Skills Required:**

1. Master's degree from an accredited educational institution.
2. Currently hold or eligible for Florida certification in Educational Leadership or Administration and Supervision or Vocational Education Director certification.
3. Five years of successful experience in public school education.
4. Successful completion of the Potential Candidate Training Program or other administrative experience.

**Preferred:**

| Experience as a Dean

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

11 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Assistant Principal Elementary School**

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 16030, 16032, 16033

**Principal Duties and Responsibilities (Essential Functions):**

- Coordinate all aspects of elementary curriculum.
- Coordinate faculty, year level and individual teacher's planning, as assigned.
- Assist teachers in interpreting and implementing the District's curriculum.
- Coordinate, as assigned, research related to curriculum development.
- Recommend curriculum adjustments to meet the special learning needs of individual children.
- Assist teachers in organizing classrooms for effective learning.
- Implement and schedule the standardized testing program when assigned.
- Establish and maintain a system of school-wide textbook accountability.
- Schedule and plan in-service programs and prepare required reports.
- Work with the media specialist in adapting and improving the use of media in the school.
- Participate in proposed and on-going curriculum development projects.
- Serve, at the direction of the Principal, as advisor and special consultant to probationary employees.
- Coordinate the grade placement and grouping of children.
- Assist the Principal in planning and carrying out staff and parent curriculum meetings.
- Serve as the administrative representative on the school's Integrated Services Team.
- Complete special assignments assigned by the Principal.
- Assume building supervisory responsibility in the absence of the Principal.
- Maintain high visibility within all areas of the facility, and assist teachers in maintaining discipline.
- Assist in the supervision of all school activities and programs.
- Supervise students in order to maintain a safe and orderly environment.
- Assist the Principal in planning and implementing the school improvement program.
- Assist the Principal and other staff in maintaining a clean and safe school plant.
- Assist in the selection, supervision and evaluation of all school personnel.
- Prepare such records and reports as the Principal may assign.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

School Principal

**Supervision Exercised:**

Instructional, support, and service personnel as assigned by the Principal.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida certification in Educational Leadership or Administration and Supervision.
3. Five years of successful experience in public school education.
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred:**

N/A

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

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**School District of Santa Rosa County  
Job Description**

**Assistant Principal, Middle School**

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 16020

**Principal Duties and Responsibilities (Essential Functions):**

(Specific responsibilities will vary depending upon school site and responsibilities delegated/assigned by the School Principal.)

- Act on the Principal's behalf in his/her absence.
- Assist to develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal.
- Develop the master teaching schedule and assign teachers according to identified needs.
- Utilize current educational trends in the planning and preparation of the school instructional program.
- Interpret and enforce School Board policy, state statutes and federal regulations.
- Implement the accreditation program for the assigned school.
- Coordinate in the selection of textbooks, material and equipment needed at the assigned school.
- Manage and administer the testing program for the school.
- Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program and other developmental activities.
- Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions.
- Assume responsibility for control and direction of students related to suspensions from school, suspension from the bus and school in accordance with Board policies and statutes.
- Provide leadership in the event of school crisis and/or civil disobedience.
- Provide leadership in the school improvement process.
- Administer and develop teacher duty rosters for the school.
- Provide supervision while maintaining visibility about the campus and classroom.
- Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school.
- Interpret and enforce the District's Code for Student Conduct.
- Supervise all facets of the registration process.
- Prepare or oversee the preparation and maintenance of required reports and records.
- Supervise and evaluate instructional, support, and service personnel as assigned by the Principal.
- Comply with provisions of collective bargaining agreements.
- Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- Develop and maintain positive school/community relations and act as a liaison between school and community.
- Coordinate the school food service program as it relates to the special needs of the school.
- Maintain adequate property inventory records, key control and security of school property.
- Participate in the development of long-range facility needs at the assigned school.
- Coordinate plant safety and facility inspection at the school.
- Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility.

- Coordinate the transportation services at the assigned school.
- Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
- Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- Manage and administer the attendance policy and procedures.
- Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature.
- Coordinate data processing activities as assigned.
- Provide leadership for, and supervision of, extracurricular activity programs.
- Manage and supervise student activity programs, including the selection of club sponsors.
- Approve school-sponsored activities and maintain a calendar of all school events.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

School Principal

**Supervision Exercised:**

Instructional, support, and service personnel as assigned by the Principal.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida certification in Educational Leadership or Administration and Supervision.
3. Five years of successful experience in public school education.
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred:**

Experience serving as a Dean of students

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Assistant Principal, Technical Center**

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 16050

**Principal Duties and Responsibilities (Essential Functions):**

- Act on the Principal's behalf in his/her absence.
- Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal.
- Utilize current educational trends in the planning and preparation of the school instructional program.
- Understand and adhere to School Board policy, state statutes and federal regulations.
- Implement the accreditation program for the assigned school.
- Coordinate the selection of textbooks, materials and equipment needed at the assigned school.
- Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program and other developmental activities.
- Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions.
- Assume responsibility for control and direction of students related to suspensions from school, suspension from the bus and school in accordance with Board policies and statutes.
- Provide leadership in the event of school crisis and/or civil disobedience.
- Provide leadership in the school improvement process.
- Administer and develop teacher duty rosters for the school.
- Provide supervision while maintaining visibility about the campus and classroom.
- Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school.
- Interpret and enforce the District's Code for Student Conduct.
- Supervise all facets of the registration process, including, but not limited to, the production of the curriculum guide and related materials.
- Prepare or oversee the preparation and maintenance of required records and reports.
- Supervise and evaluate personnel as directed by the Principal.
- Demonstrate knowledge of and appropriate administration of the collective bargaining agreement.
- Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- Develop and maintain positive school/community relations and act as a liaison between school and community.
- Maintain adequate property inventory records, key control and security of school property.
- Participate in the development of long-range facility needs at the assigned school.
- Coordinate plant safety and facility inspection at the school.
- Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility.
- Coordinate the transportation services at the assigned school.
- Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
- Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- Manage and administer the attendance policy and procedures.
- Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature.
- Coordinate data processing activities as assigned.

- Provide leadership for, and supervision of, extracurricular activity programs.
- Manage and supervise student activity programs, including the selection of club sponsors.
- Approve school-sponsored activities and maintain a calendar of all school events.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

School Principal

**Supervision Exercised:**

Instructional, support, and service personnel as assigned by the Principal.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification as vocational education director.
3. Minimum of five years successful experience in public school education.
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred:**

Experience serving as a Dean of students

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.



**School District of Santa Rosa County  
Job Description**

**Assistant Principal, High School**

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 16010, 16011, 16012

**Principal Duties and Responsibilities (Essential Functions):**

- Act on the Principal's behalf in his/her absence.
- Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal.
- Develop the master teaching schedule and assign teachers according to identified needs.
- Utilize current educational trends in the planning and preparation of the school instructional program.
- Understand and adhere to School Board policy, state statutes and federal regulations.
- Implement the accreditation program for the assigned school.
- Coordinate the selection of textbooks, material and equipment needed at the assigned school.
- Manage and administer the testing program for the school.
- Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program and other developmental activities.
- Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions.
- Assume responsibility for control and direction of students related to suspensions from school, suspension from the bus and school in accordance with Board policies and statutes.
- Provide leadership in the event of school crisis and/or civil disobedience.
- Provide leadership in the school improvement process.
- Administer and develop teacher duty rosters for the school.
- Provide supervision while maintaining visibility about the campus and classroom.
- Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school.
- Interpret and enforce the District's Code for Student Conduct.
- Supervise all facets of the registration process, including, but not limited to, the production of the curriculum guide and related materials.
- Prepare or oversee the preparation and maintenance of required records and reports.
- Supervise and evaluate personnel as directed by the Principal.
- Demonstrate knowledge of and appropriate administration of the collective bargaining agreement.
- Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- Develop and maintain positive school/community relations and act as a liaison between school and community.
- Coordinate the school food service program as it relates to the special needs of the school.

- Maintain adequate property inventory records, key control and security of school property.
- Participate in the development of long-range facility needs at the assigned school.
- Coordinate plant safety and facility inspection at the school.
- Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility.
- Coordinate the transportation services at the assigned school.
- Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
- Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- Manage and administer the attendance policy and procedures.
- Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature.
- Coordinate data processing activities as assigned.
- Provide leadership for, and supervision of, extracurricular activity programs.
- Participate in the administration of the school's athletic program

#### **Supervision Received:**

School Principal

#### **Supervision Exercised:**

Instructional, support, and service personnel as assigned by the Principal.

#### **Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida certification in Educational Leadership or Administration and Supervision.
3. Five years of successful experience in public school education.
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

#### **Preferred:**

Experience serving as a Dean of students

#### **Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

#### **Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

#### **Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Assistant Superintendent Administrative Services**

<b>Reports to:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Administrative Services	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 11010

**Principal Duties and Responsibilities (Essential Functions):**

- Serve as a member of the Superintendent's Leadership Team.
- Assist in the preparation and administration of the District and divisional budget.
- Design, develop and implement a comprehensive program of communication, internal and external, regarding areas of responsibility.
- Coordinate the development and implementation of the master plan or capital improvements.
- Take action to ensure District compliance with applicable codes, rules and statutes.
- Develop appropriate Board agenda items pertaining to areas of responsibility.
- Perform the annual evaluation of all assigned staff.
- Develop and deliver, with the assistance of staff development, appropriate and current training for all assigned staff.
- Keep personally abreast of new developments in facility design, operation of systems, and maintenance techniques to ensure maximum efficiency from operational expenditures.
- Maintain effective relations with patrons, employees, and the general public.
- Direct the development of the District long-range capital improvement plan and funding alternatives.
- Develop both short and long-range plan maintenance plans.
- Serve as the liaison between the School District and the Emergency Operations Center in times of crisis and emergency.
- ~~Develop and oversee standards for custodial training and services.~~
- Oversee the selection of design and construction professionals.
- Monitor and evaluate the planning and completion of capital improvement projects.
- Coordinate activities of the division with schools and other divisions.
- Assess and identify training needs of personnel in assigned areas.
- Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- Oversee the selection and acquisition of school sites and major equipment/vehicle purchases.
- Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- ~~Oversee the School Food Services functions.~~
- Oversee the Building Maintenance Department.
- Oversee the Custodial Department.
- Oversee the School Food Services Department and functions.
- Oversee the Transportation Department.
- Oversee the Departments involved with Purchasing and Property Control.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Superintendent of Schools

**Supervision Exercised:**

Director of Purchasing/Contracts Manager

Food Services Manager

Custodial Services Manager

Director of Transportation

Departments of Purchasing, and Warehouse and Property Control

Appropriate Office Staff

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited institution.
2. Minimum of ten years of experience in public school education, five of which must have been in administration and/or supervision.
3. Five years of experience in facilities management, including experience in purchasing.

**Preferred:**

1. Currently licensed, with a minimum of five (5) years experience, by the State of Florida Department of Business and Professional Regulations as a Standard Building Code Administrator.
2. Currently hold a valid State of Florida certificate as a Fire Inspector.

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Assistant Superintendent Curriculum & Instruction

<b>Reports to:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 11020

### **Principal Duties and Responsibilities (Essential Functions):**

- Direct the overall activities of planning, developing, coordinating, implementing and evaluating all District curriculum and instruction and instructional support programs.
- Direct and coordinate all activities related to the District's instructional delivery system and program management cycle.
- Initiate the development of programmatic goals and instructional objectives on a District-wide basis within the scope of School Board policy, administrative directives, assessed student needs and operational constraints. Provide overall leadership and appropriate resources for ongoing District-wide curriculum development and review to ensure articulation of objectives and skills continuum Pre-K through Grade 12.
- Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
- Keep well informed about current trends in education.
- Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- Maintain good public relations with parents and community groups for dissemination of information and feedback.
- Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- Serve as the liaison between the State Department of Education and the instructional staff of the District in communicating and planning program requirements of the State Statutes, State Board of Education Rules and Regulations and mandated federal programs.
- Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the District mission and beliefs, and school goals and improvement plans.
- Prepare and recommend, to the Superintendent, the implementation of alternative and optional programs to support the requirements of the District's annual and long-range plans of improvement.
- Work with the Directors for Elementary, Middle, and High School, and Locklin Technical Center in the development of school improvement plans at school sites as an integral part of the development of the annual comprehensive program plan and budget.
- Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process.
- Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.
- Establish necessary procedures for referral and cooperative planning with other agencies.
- Coordinate all instructional services reporting requirements.
- Assist in the development and implementation of the District master plan for in-service education.
- Assist in the development of educational specifications for new facilities and equipment.
- Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.
- Provide leadership for Southern Association of Colleges and Schools accreditation process.
- Direct and supervise the implementation of the District's student progression plan.
- Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
- Establish a systemic approach to curriculum and instructional planning, development, implementation and evaluation.
- Provide leadership for school improvement initiatives.

- Provide leadership for emerging, innovative and special programs.
- Report on the status of curriculum and instructional programs and services at the request of the Superintendent.
- Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the District's goals and objectives.
- Develop F.T.E. projections and allocations for school staffing.
- Assist in the development of administrative guidelines related to curriculum and instructional services.
- Assist in the development of policies related to curriculum and instructional services.
- Assist in the preparation of School Board meeting agendas, preparing curriculum and instructional services action items of routine and priority nature as well as timely reports.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare or supervise the preparation of all required reports.
- Develop, recommend and administer the curriculum and instructional services budget.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **Supervision Received:**

Superintendent of Schools

### **Supervision Exercised:**

Director of Elementary, Middle, and High Schools

Director of [Continuous Improvement and](#) Alternative Academic Programs

Director of Exceptional Student Education and Student Services

Director of Federal Programs

Director of In-service and Instructional Technology

Director of Pre-Kindergarten

Director of Student Services

Director of Workforce Education

Coordinators of Instructional Programs (Math, Science, Art, Music, Social Studies)

~~Appropriate Assigned~~ Office Staff

[Coordinator of Assessment](#)

[Coordinator of Virtual Education](#)

[Director of Community Schools](#)

### **Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate with certification in administration and supervision, educational leadership, or school principal.
3. Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision.

### **Preferred:**

[Experience As School Principal](#)

[Experience with Curriculum Development at the School or District Level](#)

### **Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

### **Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Assistant Superintendent Human Resource Services**

<b>Reports to:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Human Resource Services	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 11030

**Principal Duties and Responsibilities (Essential Functions):**

- Assist in the development and management of the District staffing plan, and wage and salary development.
- Coordinate the teacher certification process.
- Coordinate the staff development and H.R.M.D. process in the District.
- Provide advice to the Superintendent as to the personnel status of the school system and the wide use of personnel resources.
- Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement status.
- Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- Supervise the evaluation process of all personnel within the division of personnel services as well as overall supervision of the evaluation of all personnel within the school system.
- Coordinate and manage the process of selection of central staff and school administrative personnel.
- Assist the Superintendent in organizational analysis and development.
- Coordinate and manage the development and implementation of personnel policies and procedures.
- Plan, direct and monitor the application and employment process of certificated and classified employees.
- Conduct, with assistance, a District orientation program for new employees.
- Conduct employee adjustment counseling when desired or required.
- Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- Direct and monitor the processing of leave requests in accordance with law, regulation and School Board policy. Coordinate the development of job descriptions and evaluation systems.
- Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
- Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function.
- Prepare and administer the division budget.
- Prepare policy drafts, rules and procedures for the Superintendent for Board approval.
- Serve as a member of the Superintendent's Leadership Team.
- Oversee the District's risk management program.
- Work with third party administrator to develop District's risk management insurance package.
- Perform other incidental tasks consistent with the goals and objectives of this position.



**Supervision Received:**  
Superintendent of Schools

**Supervision Exercised:**  
Personnel Department Staff and other interface activities as assigned

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate with certification in administration and supervision, educational leadership, or school principal.
3. Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision.

**Preferred:**

| [Experience as a School Principal](#)

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan  
12 Months  
8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Assistant Superintendent Finance**

<b>Reports to:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Finance	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 11040

**Principal Duties and Responsibilities (Essential Functions):**

- Provide leadership and direction for business services to support instructional programs for educational excellence.
- ~~Develop district FTE projections.~~
- ~~Respond to FTE audit reports.~~
- Direct the preparation and administration of the annual School District budget.
- Participate in the process of developing the District's compensation plans.
- Prepare agenda items for School Board meetings.
- Provide leadership in the development of the District budget and adherence to TRIM guidelines.
- Oversee RFPs or bids as necessary in business services.
- Direct District's cash management program.
- Assist in the acquisition and disposition of School Board owned real property.
- Oversee data processing services.
- Respond to individual auditor concerns and questions during financial audit period and coordinate District's formal response to audits.
- Supervise the preparation of financial reports.
- Oversee the required audit of internal accounts.
- Develop agenda and chair business management team meetings.
- Review budgets of departments and schools.
- Provide overall supervision of the District's investment program.
- Provide vision and leadership for implementation of technology in business services.
- Provide leadership and assistance in business area to expedite District's achievement of mission and serve as team leader for the business services function.
- Assist in the preparation for collective bargaining negotiations.
- Serve on the Superintendent's Executive Leadership Team.
- Work to maintain effective community relations and interpret financial matters to the community.
- Assist in the development of School Board policies and administrative guidelines.
- Provide information to the Superintendent and Board on the financial status of the School District and the wide use of its resources through sound business management practices.
- Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare all required reports and maintain all appropriate records.
- Coach and/or mentor subordinates.
- Provide coordination of activities between units within the business services department and assist the Superintendent in coordinating activities between departments.
- Enhance business services by serving on local committees, visiting schools and making presentations.

- Maintain liaison with federal, state and local agencies regarding operations of the department.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Superintendent of Schools

**Supervision Exercised:**

Finance Department Staff

Data Processing

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher in business management or accounting from an accredited institution;  
Bachelor's Degree in accounting
2. Minimum of six years' experience in one of the above fields, two of which must have been in accounting and three in a supervisory capacity
3. Have certification as a Certified Public Accountant

**Preferred:**

| Experience in preparing spreadsheets

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Coordinator of Assessment**

<b>Reports to:</b> Assistant Superintendent of Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 13066

**Principal Duties and Responsibilities (Essential Functions):**

- Provides leadership in implementing the Code of Ethics and Principles of Professional Conduct.
- Promote and support professional growth for self and others.
- Assist with the coordination of staff development activities and technology training based on identified needs.
- Assures accurate manual and automated data regarding students and staff.
- Assists in the supervision of the inventory and distribution of testing supplies, equipment and materials.
- Work with ESE Program Specialists to ensure the delivery of special education services to identified students.
- Analyze student performance data from state and district testing programs.
- Interpret for the School Board, staff, and community, student accountability data; provide disaggregate data; provide training in using data for instructional decision making.
- Provide technical assistance to schools and the District related to measurement, assessment, statistical analysis, research, and evaluation issues.
- Prepare and submit student performance reports for staff.
- Represent the district at conferences and state-level meetings.
- Performs other such duties as may be assigned by the Assistant Superintendent, Superintendent or the Board.

**Supervision Received:**

Assistant Superintendent of Curriculum & Instruction

**Supervision Exercised:**

Standardized testing and on-line testing staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Eight years in public school education, two years of which must have been in administration and/or supervision
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred:**

Three years' experience working with school curriculum development as an administrator or counselor.

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Coordinator of ESE Programs & Compliance**

<b>Reports to:</b> Director of Exceptional Student Education	<b>FLSA Status:</b> Exempt
<b>Department:</b> Exceptional Student Education	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 13065

**Principal Duties and Responsibilities (Essential Functions):**

- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff personnel and community
- Provides appropriate information to director, or other personnel
- Assists with preparation of administrative reports, organizational analysis and the development and administration of department budget
- Recommends and directs committees as needed or assigned
- Assists in the planning and implementation of staff development programs
- Assists in the placement of student teachers and/or practicum students
- Communicates and works effectively with staff members and school personnel
- Provides director with accurate exceptional student education child count data, FTE projections, verification, and case management required by federal and state legislation
- Assists with maintenance of a current central/automated data file of all exceptional students
- Assists the director in exceptional student education program planning, implementation, maintenance, and procedural monitoring, which includes curriculum development and evaluation
- Assists in the supervision and evaluation of personnel
- Provides supervision of and assistance to teachers to assure quality instruction, including the professional orientation program
- Assists with the coordination of mediations/due process hearings
- Assists in developing annual Special Programs and Procedures for Exceptional Student Education
- Assists in internal program reviews and evaluations, and pre-audit preparation for state monitoring
- Functions as liaison between exceptional student education programs, community agencies and organizations as directed
- Serves as the local contact for the John M. McCay Scholarships for Students with Disabilities Program
- Assists the director in determining program growth as established through FTE/Matrix of Services analysis, staffing patterns and needs assessments
- Keeps abreast, on a systematic basis, of new trends and publications
- Participates in appropriate activities for continued professional growth
- Participates in committees and meetings as requested by the director
- Provides own method of transportation when required to various locations
- Performs other duties as assigned

**Supervision Received:**

Director of Exceptional Student Education

**Supervision Exercised:**

As assigned by the Director of Exceptional Student Education

**Minimum Qualifications & Skills Required:**

1. Master's degree from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate in an area of Exceptional Student Education, and certification in administration and supervision or educational leadership
3. Minimum of five years' experience in exceptional student education.

**Preferred:**

N/A

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Coordinator of Severe Emotionally Disturbed Network

<b>Reports to: Director of Exceptional Student Education</b>	<b>FLSA Status: Exempt</b>
<b>Department: Exceptional Student Education</b>	<b>Prepared By: Human Resources</b>
<b>Date: February 20, 2014</b>	<b>Evaluation Code: 13070</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Assist in the preparation of the School Board meeting agenda and preparing appropriate reports.
- Assist in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff personnel and community.
- Assist in the development of FTE projections, allocations, and calculations.
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel.
- Assist the Superintendent, Assistant Superintendent, or staff members in organizational analysis and development.
- Develop, recommend, and administer assigned department budget.
- Recommend and direct committees as needed or assigned.
- Assist in the planning and implementation of staff development programs.
- Prepare appropriate administrative reports.
- Communicate and work effectively with staff members and school personnel.
- Assist in the planning and implementation of staff development programs.
- Provide own method of transportation to various locations when required.
- Prepare and present oral and written reports to the public and the school system.
- Maintain official program files and records.
- Keep abreast, on a systematic basis, of new trends and publications.
- Participate in appropriate activities for continued professional growth.
- Develop and effect a system of collaborative planning and resource utilization among school districts, agencies, institutions of higher education and other service providers.
- Develop criteria for eligibility for services which can be agreed upon by all agencies.
- Develop treatment services for severely emotionally disturbed students.
- Plan for expansion of residential and educational options available to severely emotionally disturbed students.
- Monitor, routinely, on-site project activities throughout the region.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Exceptional Student Education

**Supervision Exercised:**

Severely Emotionally Disturbed Network  
Region I Grant  
Appropriate Office Personnel

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate in an area of exceptional student education or student services and certification in administration and supervision or educational leadership.
3. Minimum of five years' teaching and/or three years administrative experience in education or closely related field.
4. Experience in education, mental health treatment and/or residential services for severely emotionally disturbed students.



**Preferred:****Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Unit Compensation Plan

12 months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Coordinator of Math & Science

<b>Reports to:</b> Asst. Supt./Curriculum & Instr.	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared By:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 13023

**Principal Duties and Responsibilities (Essential Functions):**

- Provide coordination and delivery of training and support services in assigned areas.
- Coordinate project services to focus on accomplishing project goals and objectives in concert with district goals and priorities.
- Coordinate the planning, implementation, articulation, and evaluation of assigned curriculum programs or services.
- Assist in writing grant proposals and manage grants as needed.
- Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- Assist in the evaluation and selection of materials, equipment or other products to provide services to the District, schools, teachers, and/or parents.
- Assist school personnel in implementing programs.
- Serve as a liaison to the Florida Department of Education as assigned.
- Direct and coordinate project planning to involve District and school personnel, community representatives, and others when appropriate.
- Serve as a program services consultant to staff members and to District, school or family/community members.
- Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Respond to inquiries or concerns in a timely manner.
- Keep the Assistant Superintendent for curriculum and Instruction informed about potential problems or unusual events.
- Facilitate the development, implementation, and evaluation of staff development activities in content, service or project area.
- Keep well-informed about current trends and best practices in content, service or project areas.
- Keep abreast of federal and state laws, rules, and policies relevant to assigned area.
- Maintain expertise in assigned area to fulfill project goals and objectives.
- Set high standards and expectations for self and others.
- Conduct needs assessments, provide awareness activities, and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
- Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Model principles of learning and effective teaching in instructional theory.
- Conduct a personal assessment periodically to determine professional development needs with reference to specific assignments.
- Assist in maintaining appropriate coordinator among the various programs related to instructional services.
- Prepare and submit required reports and maintain appropriate records.
- Assist in developing and implementing the department budget.
- Serve on District, state, or community councils or committees as appropriate or assigned.
- Support the goals and priorities of the District.

- Represent the District in a positive and professional manner.
- Establish or assist in establishing goals and objectives for programs or projects.
- Support and participate in the implementation of the District's Strategic Plan.
- Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Serve as a member of the instructional services team.
- Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **Supervision Received:**

Assistant Superintendent, Curriculum and Instruction

### **Supervision Exercised:**

Activities, instruction, and staff development of all District teachers in assigned curricular areas in cooperation with site administrator.

### **Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution in the assigned area of specialization or certification in supervision K-12, educational leadership, or school principal.
2. Currently hold or eligible for Florida certification in supervision K-12, educational leadership, or school principal; teaching certification in Math and/or Science preferred.
3. Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program; administrative experience preferred.
4. Five years of experience in public school education as a classroom teacher

### **Preferred:**

Experience as a school administrator

### **Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

### **Terms of Employment:**

Approved Unit Compensation Plan  
12 months  
8.0 Hours Per Day

### **Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Coordinator of Virtual Education Programs**

<b>Reports to:</b> Assistant Superintendent of Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 13040

**Principal Duties and Responsibilities (Essential Functions):**

- Provide liaison services to schools, district staff, school board, and the state Department of Education regarding all aspects of virtual education program.
- Recruit, train, and supervise all virtual education instructors employed by the district.
- Develop and maintain appropriate school board and Student Progression Plan policies.
- Promote and support professional growth for self and others.
- Coordination with assessment department to administer required state assessments to all students involved with virtual programs.
- Coordination of staff development activities and technology training based on identified needs.
- Assure accurate manual and automated data regarding students and staff.
- Assist in the supervision of the inventory and distribution of testing supplies, equipment and materials.
- Work with all other district programs to ensure the delivery of virtual education services to identified students and parents.
- Coordinate with district home school office to assist families and facilitate the virtual program as needed.
- Provide technical assistance to schools and the district related to virtual instruction.
- Consult and assist virtual school parents.
- Represent the district at conferences and state-level meetings.
- Perform other such duties as may be assigned by the Assistant Superintendent, Superintendent, or the Board.
- Provide leadership in implementing the Code of Ethics and Principles of Professional Conduct.

**Supervision Received:**

Assistant Superintendent of Curriculum & Instruction

**Supervision Exercised:**

Instructors employed for the purpose of delivering instruction through Santa Rosa Virtual School and other newly developed virtual opportunities.

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Eight years in public school education, two years of which are desired to be in administration and/or supervision
4. Successful completion of the Potential Candidate Training Program, the administrative internship, and/or other administrative experience.

**Preferred:**

[A documented history of successful experiences utilizing or innovating technology rich programs.](#)

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Community School**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12110

**Principal Duties and Responsibilities (Essential Functions):**

- Provide training opportunities and feedback to personnel at the assigned school.
- Manage the operation and all other activities and functions which occur at the assigned school.
- Develop positive school/community relations and act as liaison between the school and community; communicate effectively both orally and in writing with parents, students, teaches, and the community.
- Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
- Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans; manage and administer school functions relating to these items.
- Interview and select qualified personnel to be recommended for employment.
- Conduct performance appraisals and make reappointment recommendations for school personnel.
- Manage and administer personnel development through training, in-service and other developmental activities.
- Implement and administer negotiated employee contracts at the school site.
- Develop long-range and short-range facility needs at the assigned school.
- Coordinate facility and support service requirements.
- Coordinate plant safety and facility inspections at the assigned school.
- Coordinate all maintenance functions at the assigned school.
- Coordinate and supervise transportation services at the assigned school.
- Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and school's internal accounts.
- Establish and manage student accounting and attendance procedures at the assigned school.
- Coordinate the school food service program at the assigned school, including the free and reduced lunch program.
- Assign and supervise school personnel to special projects for the enhancement of the school.
- Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- Communicate, through the Assistant Superintendent for Curriculum, Instruction, and Assessment, to keep the Superintendent informed of impending problems or events of unusual nature.
- Participate in county-wide management meetings and other meetings appropriate for professional development.
- Direct the establishment of adequate property inventory records and ensure the security of school property.
- Coordinate the supervision of all after school childcare, leisure, summer camp, and other extracurricular programs at the assigned school.
- Manage and supervise the school's student activity programs.
- Serve as a member of the superintendent's district-wide management team.
- Provide leadership in the school improvement process and implement the school improvement plan.
- Maintain visibility and accessibility on the school campus.
- Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- Use effective interpersonal communication skills.
- Direct the development of the master schedule and assign teaches according to identified needs.
- Manage the preparation and maintenance of required records and reports to insure accuracy, thoroughness, and timeliness.

- Assume responsibility for all official school correspondence and news releases.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Instructional, Support, and Service personnel at the assigned school.

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Eight years' experience in public school education
4. ~~Three years' experience in community school education~~ Three years experience in public school administration

**Preferred:**

Experience in community school education

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Elementary Schools**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12020

**Principal Duties and Responsibilities (Essential Functions):**

- Directly supervise and evaluate the performance of principals.
- Provide assistance with and opportunities for in-service growth for principals and assistant principals.
- Lead the principals in such a way as to have an effective leadership and management team.
- Provide area-wide leadership for implementation of approved instructional programs.
- Participate with the Assistant Superintendent for Instruction and other Executive Associates in carrying out an approved plan for curriculum development and attendance zones.
- Draw upon services of staff personnel in elementary schools to provide for best use of human resources to enhance learning opportunities.
- Identify and synthesize information on needs and provide liaison for area schools with service functions (keep assistant superintendents informed of areas of need, problem areas, conflict areas in each special service area and work in concert with them to seek resolution).
- Work to develop, maintain and enhance school-community relations and provide for liaison among schools and school communities in the area.
- Constantly assess community opinion and attitudes and inform the Assistant Superintendent on the climate of the community.
- Identify leadership potential in staff personnel and in community human resources and systematically inform and advise the Assistant Superintendent on this matter.
- Provide leadership in the development and management of school budgets and staffing plan implementation.
- Work with civic and governmental organizations to establish, maintain and enhance positive relationships and promote activities of these organizations that complement the goals and objectives of the school system.
- Work with community agencies to encourage educational partnerships with schools.
- Provide extensive telephone communication to school administrators, parents and concerned citizens.
- Use effective positive interpersonal communication skills.
- Provide administrative guidance with decision-making skills which are reinforced by School Board Policy or State Law.
- Monitor the process of school improvement and reporting, by assuming a strong leadership role.
- Coordinate the SACS accreditation process.
- Determine and monitor FTE projections for elementary schools.
- Participate in revision and maintenance of the Pupil Progression Plan and Student Code of Conduct.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Coordinate the volunteer program.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Elementary School Principals  
Support Staff as assigned



**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and/or supervision. Four of the eight years must have been at the elementary level.

**Preferred:**

Three years' experience as an elementary school Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County

## Job Description

### Director of Continuous Improvement and Alternative Academics

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 13022

#### **Principal Duties and Responsibilities (Essential Functions):**

- Provide overall coordination, including implementation and reporting for the following tasks:
- Development and procurement of federal/state/local grant funding opportunities
- Utilize appropriate strategies and problem-solving tools to advise Directors, Assistant Superintendents, and the Superintendent on decisions concerning planning, utilizing of funds, delivering services, and evaluation of services provided
- Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of projects assigned
- Multi-school and/or system-wide institutional research/evaluation studies especially as they related to assigned program implementation
- Interpret for the School Board, staff, and community student accountability data; provide disaggregate data; provide training in using data for instructional decision making
- Interview and select qualified personnel to be recommended for employment
- Provide technical assistance to schools and the District related to measurement, assessment, statistical analyses, research, and evaluation issues
- Support school improvement efforts, district improvement efforts, and district accreditation process.
- Coordinate the District Differentiated Accountability Plan
- Coordinate annual climate survey
- Disseminate latest information and current research to appropriate personnel
- Keep well informed about current trends and best practices in areas of responsibility
- Facilitate the development, implementation and evaluation of related staff development activities provided in assigned areas
- Promote and support professional growth for self and others
- Develop annual goals and objectives consistent with and in support of District, state, and national goals and priorities
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues
- Prepare all required reports and maintain appropriate records for approval in for assigned programs
- Provide coordination for cooperative planning with other agencies, school system departments, community agencies, local universities, etc. seeks advice from, as well as share information with each group; maintain contact with other school systems to share ideas and information
- Perform other incidental tasks consistent with the goals and objectives of this position
- Monitor/direct the development and implementation of the district's Alternative Educational Programs
- Coordinate with Student Services Department to facilitate the administration of testing
- Provide accurate child count data, FTE projections and verification as required by local, state and federal policies and procedures
- Responsible for the development and maintenance of the Student Management System/Data Base for programs served
- Provides supervision of and assistance to teachers to assure quality instruction, including the Professional Orientation Program
- Establish procedures and assist in internal program reviews, evaluations and pre-audit preparation for monitoring
- Develop and implement recordkeeping procedures to keep data required by statutes.

- Prepare all required reports and maintain all appropriate records
- Coordinate/direct and oversee implementation of budgets for assigned programs
- Update principals, assistant principals, grade level directors, and other appropriate personnel through curriculum contact meetings
- Travel to program sites and other locations as required
- Use effective, positive interpersonal communication skills
- Conduct performance appraisals and make reappointment recommendations for district-employed personnel

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

DJJ Transition Specialist  
Support Staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Eight years in public school education, two years of which must have been in administration and/or supervision

**Preferred:**

Three years' experience as a School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan  
12 Months  
8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Employee Evaluations and Accountability**

<b>Reports to:</b> Assistant Superintendent for Human Resources	<b>FLSA Status:</b> Exempt
<b>Department:</b> Human Resources	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12061

**Principal Duties and Responsibilities (Essential Functions):**

- Supervise the evaluation process of all personnel within the school system.
- Coordinate implementation of assessment programs and coordinate the revision process of the assessment manuals for administrative, instructional and educational support employees
- Serve as a liaison between Human Resources, Data Processing, Instructional and the Professional Development System on assessment related issues
- Serve as a liaison between School District and outside vendors such as True North Logic on matters that relate to employee assessment
- Support principals and their leadership teams in the use of the instructional and educational support evaluation system
- Work with staff of the Professional Development Center, school mentors, lesson study facilitators to integrate Professional Learning Communities focused on the Florida Educator Accomplished Practices
- Model and demonstrate effective use of high effect size instructional strategies for administrators and teachers
- Coordinate a district effort to increase the inter-rater reliability of our evaluation system
- Compile district and school data related to the evaluation system, report this data to the schools, and work with district staff and school principals to interpret this data
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

Assistant Superintendent for Human Resources

**Supervision Exercised:**

Human Resource Department staff and other interface activities as assigned

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Minimum of eight years' experience in public school education, three years of which must have been in administration and/or supervision

**Preferred:**

Three years' experience as a school principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# **School District of Santa Rosa County Job Description**

Director of Exceptional Student Education

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12070

## **Principal Duties and Responsibilities (Essential Functions):**

- Initiate, evaluate, and coordinate the development and implementation of the District exceptional student education and student services programs.
- Prepare, recommend, and supervise state and federal grants for exceptional student education.
- Plan and manage the division's budget.
- Assist the Superintendent, assistant superintendents, or staff members in organization analysis and development.
- Prepare appropriate administrative reports.
- Communicate and work effectively with staff members and school personnel.
- Project and coordinate FTE tabulations with division of finance.
- Coordinate District and state assessment programs as related to Exceptional Student Education.
- Develop and administer ESE and Student Services cooperative agreements and contracts.
- Coordinate transportation for exceptional students with the division of facilities and support services.
- Develop the annual county plan for exceptional student education.
- Work with parent groups and community agencies in the area of exceptional student education.
- Work with principals and departments in planning and implementing programs, construction of facilities and solutions to problems.
- Develop in-service training programs for exceptional education teachers.
- Develop educational programs for exceptional students.
- Use effective positive interpersonal communication skills.
- Interview applicants and assist in securing faculty and staff members.
- Represent District at appropriate conferences and workshops.
- Procure materials and equipment.
- Develop and assist in administering budgets and federal projects.
- Project and monitor FTE for ESE District-wide.
- Determine the placement of ESE programs.
- Implement ESE initiatives and mandates.
- Ensure compliance with state and federal laws, statutes, and regulations as it relates to Exceptional Student Education.
- Ensure appropriate programs for all ESE students.
- Prepare cooperative agreements, professional service contracts for the Board.
- Assist in the coordination of transportation services for ESE students.
- Work with appropriate personnel in the planning, modification, and construction of educational facilities and equipment as needed.
- Act as a fiscal agent for SEDNET.
- Serve as member of Expulsion Review Committee, or provide designee.
- Perform other incidental tasks consistent with the goals and objectives of this position.

## **Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

FDLRS, First Start, SEDNET, ESE teachers on special assignment

~~School Social Workers~~ Program Facilitators, Administrators as assigned

Appropriate Office and Support Staff

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution.
2. Currently hold or eligible for Florida certificate and certification in one area of exceptional student education and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and supervision. Four of the eight years must have been in exceptional student education. ~~or student services or a combination of exceptional student education and student services.~~

**Preferred:**

Three years' experience as a School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Director of Student Services

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12040

### **Principal Duties and Responsibilities (Essential Functions):**

1. Administer Health Services, Guidance Services, Physical Education, Adaptive Physical Education, Child Abuse & Neglect and Drug/Tobacco Education Programs.
2. Administer and supervise Psychological Services.
3. Serve as liaison with County Health Department
4. Administer Title V including Health Technician program, Healthy Kids and services for medically fragile.
5. Administer and supervise Medicaid administrative claiming process and fee for service billing.
6. Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects.
7. Monitor and supervise special projects related to Health, Physical Education, Child Abuse & Neglect and Drug/Tobacco Education.
8. Supervise staff development and training for teachers in best practices and strategies in health, education, and related issues.
9. Evaluate instructional practices and promote effective strategies in health and related services.
10. Develop, recommend, and administer assigned grants, contracts and budgets.
11. Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda.
12. Maintain expertise in health and related services through ongoing professional development, participation in professional organizations, and professional reading and research.
13. Assist in the interpretation, implementation, and administration of applicable district, state and federal policies, laws, grants, and regulations and in organizational analysis and development.
14. Provide appropriate information to the Superintendent, Assistant Superintendents, Directors or other personnel as requested.
15. Provide own method of transportation, when required, to visit various sites.
16. Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position.

### **Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

### **Supervision Exercised:**

As assigned by Assistant Superintendent/Curriculum & Instruction:

School Psychologist

Adaptive Physical Education Teachers

TSA-Guidance/ESE

~~TSA-Safe & Drug-Free Schools~~ School Social Workers

### **Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Minimum five years' experience in public school educational program.
4. Minimum three years' experience in public school administration.



**Preferred:**

Three years' experience as a School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Compensation Plan

Twelve months

8.0 hours per day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of High Schools**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12030

**Principal Duties and Responsibilities (Essential Functions):**

- Supervise and appraise the performance of high school principals and other personnel assigned.
- Integrate the District mission with school improvement initiatives.
- Assist principals in developing, implementing and evaluating high school programs.
- Coordinate the short- and long-range planning process with high school administrators.
- Represent high schools at District-level functions.
- Coach and/or mentor and form partnerships with principals in a developmental growth process.
- Involve high school principals in problem identification and problem-solving related to commonly identified concerns related to school operations.
- Provide leadership for school improvement activities in high schools.
- Conduct on-site visits to schools.
- Coordinate the transfer or assignment of personnel and programs between/among high schools.
- Facilitate the preparation and review of budgets.
- Coordinate activities among all levels of school principals.
- Provide information and advice to the Assistant Superintendent regarding the effective and efficient operation of high schools.
- Serve in an ex-officio capacity on District-level committees representing high schools.
- Assist principals with staffing patterns, facility maintenance/operations, student management, community relations, program operations, organizational patterns, and space utilization.
- Assist principals with the development and maintenance of technology systems.
- Involve principals in systematic and team approaches to school leadership and management.
- Guide principals in relative professional growth and development activities in the pursuit of individual and organizational success.
- Keep well informed about current trends in education.
- Work with appropriate personnel in the planning, modification and construction of school facilities.
- Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- Assist in the development of administrative guidelines.
- Assist in the development of policies.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare all required reports and maintain all appropriate records.
- Prepare office budget.
- Provide extensive telephone communication to school administrators, parents, and concerned citizens.
- Work to develop, maintain, and enhance school-community relations, and provide for liaison among schools and school communities.
- Identify and synthesize information on needs, and provide liaison for high schools with service functions.
- Determine and monitor FTE projections for the high schools and the District.
- Direct the revision and maintenance of the Pupil Progression Plan and Code for Student Conduct.
- Coordinate the SACS accreditation process.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

High School Principals

Subject Area Coordinator

Assigned Support Personnel

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and/or supervision. Four of the eight years must have been at the high school level.

**Preferred:**

| Three years' experience as a High School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Unit Compensation Plan

12 months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Federal Programs**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12137

**Principal Duties and Responsibilities (Essential Functions):**

- Direct the development and implementation of Title I (Part A-Basic and Part C-Migrant), Title X (Part C-Homeless), the Family and School Partnership Act, the Military Partnership Act, Federal and State Guidelines for School Safety, and other Federal programs as assigned.
- Coordinate with other personnel assigned to Federal program responsibilities to assure integration of program goals and objectives.
- Evaluate ongoing needs for expansion of assigned programs.
- Monitor implementation and evaluation of assigned programs.
- Assist in determining procedures and criteria for staffing students into instructional strategies and programs.
- Develop effective and relevant entry and exit criteria for assigned programs and recommend instruments to measure mastery of criteria.
- Develop and implement record-keeping procedures to keep data required by statutes.
- Prepare all required applications, reports, and maintain all appropriate records.
- Develop, recommend and administer assigned department budgets.
- Develop changes, as needed, in School Board policy to effectively implement requirements of law relative to assigned programs.
- Develop and implement varied staff development activities for assigned programs.
- Design, implement, and monitor an action plan that will identify strategies to assist schools in the implementation of Florida Strategic Imperatives.
- Coordinate with Transportation, Food Service, Student Services, Exceptional Student Education and other departments as needed in screening and the provision of special services for students in assigned programs.
- Serve as liaison, maintain organizational responsibilities, and serve on various community committees related to job responsibilities and the expansion of services to students and their families.
- Assist with interpretation and coordination of State and Federal guidelines related to assigned programs and school safety.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- Travel to District schools and other locations as required.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Federal Program staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Eight years in public school education, two years of which must have been in administration and/or supervision.

**Preferred:**

Three years' experience working in a school designated as Title I

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Unit Compensation Plan

Twelve months

8 hours per day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Director of In-Service and Instructional Technology

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12060

### **Principal Duties and Responsibilities (Essential Functions):**

1. Coordinate the planning, implementation and evaluation of instructional technology and library media services.
2. Coordinate the development, implementation and periodic evaluation of District-wide instructional technology and media program curricula.
3. Monitor and evaluate instructional technology, Technology Integration Peer Coaches, WebSense filter monitoring, district web servers and web site, district professional development activities to include learning communities and action research, library and media programs based on ExC3EL Rubric, curriculum studies and special projects.
4. Coordinate and update annually the Library Media Handbook, the Professional Development System, the Master In-Service Plan, and the District Technology Plan.
5. Coordinate the district data analysis program and training.
6. Coordinate district mentoring initiatives such as Mentor Teachers, Data Teams, Technology Integration Coaches, and the WCG Standards for School Leaders Program.
7. Support and provide updated information to school-based In-Service Representatives, Library Media Specialists, and Technology Contacts.
8. Maintain a close working relationship with Data Processing and the Technical Support Staff to ensure adequate and appropriate software, hardware and network operability to facilitate district and school programs.
9. Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
10. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment and professional development
11. Coordinate initial training and support for new employees..
12. Maintain a close working relationship with school administrators to ensure information exchange, coordination of needs, efforts and general support for the decision-making process.
13. Assist school personnel in initiating and implementing new programs.
14. Coordinate overall aspects of the District's unified instructional media support program to include all audio-visual, print, computer, radio and television services as well as demonstration projects, contracts and grants.
15. Coordinate instructional computer and satellite services to include relative contracted services contracts.
16. Develop and implement plans for improvement of instructional media services at the District level.
17. ~~Serve as a program consultant to school and District personnel in planning, development, and use of multi-media presentations.~~
18. Coordinate and facilitate ~~distance learning~~ online training.
19. Align instructional technology and media with the District mission and school improvement plans.
20. Assist in the determination of media equipment needs and requirements.
21. Assist in the development, utilization, revision and dissemination of instructional materials relative to instructional support programs.
22. ~~Assist the instructional team in maintaining appropriate coordination among instructional technology and media programs and instructional programs.~~
23. Develop and monitor an articulation plan for instructional technology and media programs.
24. Work with appropriate personnel in the planning, modification and construction of school facilities.
25. Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
26. Keep well informed about current trends in education.

27. Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based personnel.
28. Conduct the annual self-study of in-service and training needs with extensive staff involvement.
29. Coordinate development of the Master In-service Plan to include: certificated in-service, classified in-service, Professional Orientation Program, in-service institutes plan, and Preparing New Principals Plan Standards for School Leaders Program.
30. Direct the collection and dissemination of information relating to in-service, training, media and technology.
31. Supervise the initiation, implementation and evaluation of in-service components and coordinate the delivery schedule.
32. Maintain the required in-service records.
33. Prepare and monitor the budget for the Professional Development Center.
34. Supervise teaching certificate extension using in-service points.
35. Assist with planning leadership development opportunities for administrators.
36. Participate in the School Board approved selection system to include the job analysis/site analysis.
37. Coordinate activities through the Regional Training Institute state and local agencies and partners to facilitate delivery of service.
38. Coordinate, with ~~personnel services~~ Human Resources, the process of professional certification from institutes, alternative certificates, mentoring programs, administrative training and emerging programs.
39. Provide training programs, group facilitation and major presentation as assigned.
40. Promote change and support for personal and professional growth for all employees.
41. Plan, analyze, organize, design, implement and administer staff development training, workshops, and meetings based on institutional and individual needs and goals.
42. Select and evaluate theoretical and practical research-based programs and secure appropriate consultants.
43. Assist in the development of policies and administrative guidelines.
44. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
45. Prepare all required reports, communiqué, and maintain all appropriate records.
46. Assist in the preparation of the budget.
47. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

District In-Service Representatives and District Library Media Staff  
 District Instructional Television Fixed Service (ITFS), Instructional Television (ITV) and Instructional Technology

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and/or supervision.

**Preferred:**

N/A

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.



**School District of Santa Rosa County  
Job Description**

**Director of Workforce Education**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12080

**Principal Duties and Responsibilities (Essential Functions):**

1. Direct and coordinate the planning, implementation and evaluation of adult, technical, and community education programs.
2. Administer District-wide adult, technical, and community education programs.
3. Direct, monitor and evaluate technical education curriculum studies and special projects.
4. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
5. Evaluate programs and make recommendations concerning additions or revisions in such programs.
6. Direct program review processes and plan strategies to overcome discrepancies in areas of responsibilities.
7. Investigate and report on funding opportunities for assigned programs.
8. Serve as a program consultant to school personnel to assist in the identification of program needs and selection of appropriate material and equipment.
9. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
10. Assist school-based personnel in initiating and implementing new programs.
11. Assist school-based personnel in identifying and procuring new and replacement equipment.
12. Assist in maintaining appropriate coordination between technical programs and other programs.
13. Assist in the development of instructional services activities designed to achieve priority goals identified through the District's planning process.
14. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption.
15. Develop and monitor an articulation plan for technical education programs.
16. Work with appropriate personnel in the planning, modification and construction of school facilities.
17. Serve as liaison between the school community and parents and students directly involved in assigned programs.
18. Serve as a liaison between the public schools and the local employment community.
19. Serve as liaison between the District and community college technical education programs and serve on related advisory committees.
20. Recommend representative lay and District advisory committees as appropriate.
21. Keep well informed about current trends in education.
22. Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel for technical education programs.
23. Assist in the development of administrative guidelines.
24. Assist in the development of policies.
25. Assist in the development, implementation and evaluation of staff development activities.
26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
27. Prepare all required reports and maintain all appropriate records.
28. Assist in the preparation of the curriculum and instructional services budget.
29. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Principal, Adult School

Principal, Technical Center

Director, Community School

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification as Vocational Education Director.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and supervision. Four of the eight years must have been in the technical program.

**Preferred:**

Three years' experience as a School Principal with vocational programs

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Middle Schools**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12025

**Principal Duties and Responsibilities (Essential Functions):**

- Supervise and appraise the performance of middle school principals and other personnel assigned.
- Integrate the District mission with school improvement initiatives.
- Assist principals in developing, implementing and evaluating middle school programs.
- Coordinate the short- and long-range planning process with middle school administrators.
- Represent middle schools at District-level functions.
- Coach and/or mentor and form partnerships with principals in a developmental growth process.
- Involve middle school principals in problem identification and problem-solving related to commonly identified concerns related to school operations.
- Develop meeting agendas.
- Provide leadership for school improvement activities in middle schools.
- Conduct on-site visits to schools.
- Coordinate the transfer or assignment of personnel and programs between/among secondary schools.
- Facilitate the preparation and review of appropriate budgets.
- Coordinate activities among all levels of school principals.
- Provide information and advice to the Assistant Superintendent regarding the effective and efficient operation of secondary schools.
- Serve in an ex-officio capacity on District-level committees representing middle schools.
- Coordinate assigned grants and projects.
- Assist principals with staffing patterns, facility maintenance/operations, student management, community relations, program operations, organizational patterns, and space utilization.
- Involve principals in systematic and team approaches to school leadership and management.
- Guide principals in relative professional growth and development activities in the pursuit of individual and organizational success.
- Keep well informed about current trends in education.
- Work with appropriate personnel in the planning, modification and construction of school facilities.
- Assist school principals, as needed, in the recruitment, selection, placement, and appraisal of school-based instructional personnel.
- Assist in the development of administrative guidelines.
- Assist in the development of policies.
- Prepare all required reports and maintain all appropriate records.
- Assist in the preparation of the budget.
- Provide communication to school administrators, parents, and concerned citizens.
- Work to develop, maintain, and enhance school-community relations, and provide for liaison among schools and school communities.
- Identify and synthesize information on needs, and provide liaison for middle schools with service functions.
- Coordinate the middle school SACS accreditation process.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Middle School Principals

Subject Area Coordinator

Assigned Support Personnel

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Minimum of eight years' experience in public school education, two of which must have been in administration and supervision. Four of the eight years must have been at middle school level.

**Preferred:**

Three years' experience as a Middle School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Director of Pre-K Programs**

<b>Reports to:</b> Assistant Superintendent for Curriculum & Instruction	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 12135

**Principal Duties and Responsibilities (Essential Functions):**

- Direct the development and implementation of the Pre-Kindergarten Headstart and Early Intervention Programs.
- Evaluate ongoing needs for expansion of pre-kindergarten programs.
- Monitor implementation of pre-kindergarten programs.
- Assist in determining procedures and criteria for eligibility for the pre-kindergarten programs.
- Develop and implement record-keeping procedures to keep data required by statutes.
- Develop changes, as needed, in School Board policy to effectively implement requirements of law relative to pre-kindergarten programs.
- Prepare all required reports and maintain all appropriate records.
- Monitor budgets for pre-kindergarten programs.
- Develop and implement varied staff development activities for pre-kindergarten programs.
- Develop a parenting program and/or other programs to actively involve parents in the educational process.
- Cooperate with Exceptional Student Education in screening and providing special services for pre-kindergarten students.
- Cooperate with the Department of Families and Children in providing expanded health services for pre-kindergarten students.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- Serve on various committees related to early childhood education.
- Serve as spokesperson for early childhood/pre-kindergarten by presenting to groups.
- Update principals, assistant principals, and elementary director through curriculum contact meetings.
- Travel to District schools and other locations as required.
- Use effective, positive interpersonal communications skills.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

**Supervision Exercised:**

Pre-Kindergarten Programs  
Staff as assigned

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
3. Eight years in public school education, four of which must have been in an elementary setting. Two years must have been in administration and/or supervision.

**Preferred:**

Three years' experience as School Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Principal, Adult School**

<b>Reports to:</b> Director of Workforce Education	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 15040

**Principal Duties and Responsibilities (Essential Functions):**

1. Provide training opportunities and feedback to personnel at the assigned school.
2. Manage the operation and all other activities and functions which occur at the assigned school.
3. Develop positive school/community relations and act as liaison between the school and community; communicate effectively both orally and in writing with parents, students, teachers, and the community.
4. Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
5. Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans; manage and administer school functions relating to these items.
6. Interview and select qualified personnel to be recommended for employment.
7. Conduct performance appraisals and make reappointment recommendations for school personnel.
8. Manage and administer personnel development through training, in-service and other developmental activities.
9. Implement and administer negotiated employee contracts at the school site.
10. Develop long-range and short-range facility needs at the assigned school.
11. Coordinate and supervise transportation services at the assigned school.
12. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and school's internal accounts.
13. Establish and manage student accounting and attendance procedures at the assigned school.
14. Assign and supervise school personnel to special projects for the enhancement of the school.
15. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
16. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
17. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
18. Communicate through the Director to keep the Superintendent informed of impending problems or events of unusual nature.
19. Participate in county-wide management meetings and other meetings appropriate for professional development.
20. Direct the establishment of adequate property inventory records and ensure the security of school property.
21. Serve as a member of the Superintendent's District-wide management team.
22. Provide leadership in the school improvement process and implement the school improvement plan.
23. Maintain visibility and accessibility on the school campus.
24. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
25. Use effective interpersonal communication skills.
26. Direct the development of the master schedule and assign teachers according to identified needs.
27. Establish the job assignments for all school site administrators and assess the school site administrator's performance.
28. Manage the preparation and maintenance of required records and reports to insure accuracy, thoroughness, and timeliness.
29. Assume responsibility for all official school correspondence and news releases.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Workforce Education

**Supervision Exercised:**

Instructional, Support, Administrative, and Service Personnel at the assigned school

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate and certification in Administration of Adult Education.
3. Minimum of eight years' experience in public school education.

**Preferred:**

[Experience in Alternative Education Programs](#)

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.



**School District of Santa Rosa County  
Job Description**

**Principal, High School**

<b>Reports to:</b> Director of High Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 15010, 15011

**Principal Duties and Responsibilities (Essential Functions):**

1. Provide training opportunities and feedback to personnel at the assigned school.
2. Manage the operation and all other activities and functions which occur at the assigned school.
3. Develop positive school/community relations and act as liaison between the school and community; communicate effectively both orally and in writing with parents, students, teachers, and the community.
4. Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
5. Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school.
6. Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans; manage and administer school functions relating to these items.
7. Interview and select qualified personnel to be recommended for employment.
8. Conduct performance appraisals and make reappointment recommendations for school personnel.
9. Manage and administer personnel development through training, in-service and other developmental activities.
10. Implement and administer negotiated employee contracts at the school site.
11. Develop long-range and short-range facility needs at the assigned school.
12. Coordinate facility and support service requirements.
13. Coordinate plant safety and facility inspections at the assigned school.
14. Coordinate all maintenance functions at the assigned school.
15. Coordinate and supervise transportation services at the assigned school.
16. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and school's internal accounts.
17. Establish and manage student accounting and attendance procedures at the assigned school.
18. Coordinate the school food service program at the assigned school, including the free and reduced lunch program.
19. Assign and supervise school personnel to special projects for the enhancement of the school.
20. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
21. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
22. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
23. Communicate, through the Director of High Schools, to keep the Superintendent informed of impending problems or events of unusual nature.
24. Participate in county-wide management meetings and other meetings appropriate for professional development.
25. Direct the establishment of adequate property inventory records and ensure the security of school property.
26. Coordinate the supervision of all extracurricular programs at the assigned school.
27. Manage and supervise the school's athletic and student activity programs, including the selection of club sponsors and coaches, approve all school sponsored activities, and maintain a calendar of all school events.
28. Serve as a member of the Superintendent's District-wide management team.
29. Provide leadership in the school improvement process and implement the school improvement plan.
30. Maintain visibility and accessibility on the school campus.

31. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
32. Use effective interpersonal communication skills.
33. Direct the development of the master schedule and assign teachers according to identified needs.
34. Establish the job assignments for all school site administrators and assess the school site administrator's performance.
35. Manage the preparation and maintenance of required records and reports to insure accuracy, thoroughness, and timeliness.
36. Assume responsibility for all official school correspondence and news releases.
37. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of High Schools

**Supervision Exercised:**

Instructional, Support, Administrative, and Service Personnel at the assigned school.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida Level II certificate as School Principal.
3. Minimum of eight years' successful experience in public school education.

**Preferred:**

Three years' experience as an Assistant Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Principal, Elementary School**

<b>Reports to:</b> Director of Elementary Schools	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 15030,15031,15032,15033

**Principal Duties and Responsibilities (Essential Functions):**

1. Manage and administer the overall instructional program at the assigned school.
2. Manage and administer the overall activities of assessing and developing the instructional program at the assigned school.
3. Manage and administer the selection of textbooks, materials and equipment needed at the assigned school.
4. Manage and administer the accreditation program for the assigned school.
5. Actively participate, as requested, in the development and adoption of district assessments, textbooks and curriculum programs.
6. Participate, as requested, in the development of District guides related to instruction and personnel.
7. Participate, as requested, in the development and adoption of the District's assessment program.
8. Manage and administer the assessment program for the school..
9. Manage and supervise the wise use of personnel resources.
10. Manage, supervise and evaluate personnel.
11. Manage the implementation and administration of negotiated employee contracts at the school level.
12. Manage and administer the development of long and short-range instructional and facility needs.
13. Manage and administer plant safety and facility inspection, including supervision of the buildings and grounds at the school.
14. Manage and administer the maintenance functions for the school in a manner that ensures maximum life and use of facility.
15. Coordinate facility and support service requirements with appropriate district offices.
16. Coordinate and supervise the transportation services at the assigned school.
17. Manage the discipline of students on buses, including statutory provisions for suspension.
18. Maintain a high visibility within all areas of the facility.
19. Establish guidelines for proper student conduct and effective disciplinary procedures and policies.
20. Manage the discipline of students on campus, including statutory provisions for suspension and adhering to adopted District policies.
21. Manage and supervise the function of financial planning for the school, including the preparation of the school's budget.
22. Manage and supervise, through wise use, the financial resources of the school.
23. Manage and administer the function of purchasing by the school to ensure maximum educational value of supplies, materials, equipment and services.
24. Adhere to state statute and District policies relating to financial accounting to ensure judicious management of all school funds.
25. Manage and administer the preparation of financial reports for the school.
26. Manage and administer the function of student accounting at the school, as it pertains to funding, attendance, and the FTE process.
27. Manage and administer through statute and District guidelines, the school food service program.
28. Develop and maintain positive school/community relations and act as liaison between the two.
29. Be proactive in decisions relating to school and community well-being.
30. Use effective positive interpersonal communication skills.
31. Actively participate in the recruitment of business partnership to benefit the school community.
32. Assign and supervise special tasks to school personnel.
33. Assign to teachers such responsibility and authority for student control as deemed appropriate.
34. Communicate, through staff meetings and written communications, for the purpose of keeping staff informed of policy, procedures, instructional programs and existing problems.

**Supervision Received:**

Director of Elementary Schools

**Supervision Exercised:**

Instructional and support staff, as well as other service personnel, while functioning at the assigned school.

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida Level II certificate as School Principal.
3. Minimum of eight years' successful experience in public school education.

**Preferred:**

Three years' experience as an Assistant Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

**Principal, Middle School**

<b>Reports to:</b> Director of Middle Schools	<b>FLSA Status:</b>
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 15020

**Principal Duties and Responsibilities (Essential Functions):**

1. Provide training opportunities and feedback to personnel at the assigned school.
2. Supervise the operation and management of all activities and functions which occur at the assigned school.
3. Develop positive school/community relations and serve as a liaison between the school and community.
4. Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
5. Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school.
6. Participate in developing the District strategic plan, District school calendar, District staffing plan; manage and administer school functions relating to these items.
7. Interview and select qualified personnel to be recommended for employment.
8. Conduct performance appraisals and make reappointment recommendations for school personnel.
9. Manage and administer personnel development through training, in-service and other developmental activities.
10. Implement and administer negotiated employee contracts at the school site.
11. Develop long-range and short-range facility needs at the assigned school.
12. Coordinate facility and support service requirements.
13. Coordinate plant safety and facility inspections at the assigned school.
14. Coordinate all maintenance functions at the assigned school.
15. Coordinate and supervise transportation services at the assigned school.
16. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, and school's internal accounts.
17. Establish and manage student accounting and attendance procedures at the assigned school.
18. Coordinate the school food service program at the assigned school.
19. Assign and supervise school personnel to special projects for the enhancement of the school.
20. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
21. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
22. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolutions of existing problems.
23. Communicate, through the Director of Middle Schools, to keep the Superintendent informed of impending problems or events of unusual nature.
24. Participate in county-wide management meetings and other meetings appropriate for professional development.
25. Direct the establishment of adequate property inventory records and ensure the security of school property.
26. Coordinate the supervision of all extracurricular programs at the assigned school.
27. Manage and supervise the school's student activity programs, approve all school sponsored activities, and maintain a calendar of all school events.
28. Serve as a member of the Superintendent's District-wide management team.
29. Provide leadership in the school improvement process and implement the school improvement plan.
30. Maintain visibility and accessibility on the school campus.
31. Implement School Board policy, collective bargaining agreements, state statutes, and federal regulations as they pertain to the assigned school.
32. Direct the development of the master schedule and assign teachers according to identified needs.

33. Establish the job assignments for all school administrators and assess the school-site administrators' performance.
34. Assume responsibility for all official school correspondence and news releases.
35. Supervise the preparation and maintenance of accurate and timely reports and records.
36. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Middle Schools

**Supervision Exercised:**

Instructional, Support, Administrative, and Service Personnel at the assigned school

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida Level II certificate as School Principal.
3. Minimum of eight years' successful experience in public school education.

**Preferred:**

| Three years' experience as an Assistant Principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

# School District of Santa Rosa County Job Description

## Principal, Technical Center

<b>Reports to:</b> Director of Workforce Education	<b>FLSA Status:</b> Exempt
<b>Department:</b> Curriculum, Instruction & Assessment	<b>Prepared by:</b> Human Resources
<b>Date:</b> February 20, 2014	<b>Evaluation Code:</b> 15050

### **Principal Duties and Responsibilities (Essential Functions):**

1. Provide training opportunities and feedback to personnel at the assigned school.
2. Manage the operation and all other activities and functions which occur at the assigned school.
3. Develop positive school/community relations and act as liaison between the school and community; communicate effectively both orally and in writing with parents, students, teachers, and the community.
4. Develop, implement, and assess the instructional programs at the assigned school and coordinate with District instructional staff in program planning.
5. Participate in developing the District strategic plan, District school calendar, District staffing plan and manpower plans; manage and administer school functions relating to these items.
6. Interview and select qualified personnel to be recommended for employment.
7. Conduct performance appraisals and make reappointment recommendations for school personnel.
8. Manage and administer personnel development through training, in-service and other developmental activities.
9. Implement and administer negotiated employee contracts at the school site.
10. Develop long-range and short-range facility needs at the assigned school.
11. Coordinate facility and support service requirements.
12. Coordinate plant safety and facility inspections at the assigned school.
13. Coordinate all maintenance functions at the assigned school.
14. Coordinate and supervise transportation services at the assigned school.
15. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and school's internal accounts.
16. Establish and manage student accounting and attendance procedures at the assigned school.
17. Assign and supervise school personnel to special projects for the enhancement of the school.
18. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
19. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
20. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
21. Communicate, through the Director of Workforce Education, to keep the Superintendent informed of impending problems or events of unusual nature.
22. Participate in county-wide management meetings and other meetings appropriate for professional development.
23. Direct the establishment of adequate property inventory records and ensure the security of school property.
24. Coordinate the supervision of all extracurricular programs at the assigned school.
25. Manage and supervise the school's student activity programs.
26. Serve as a member of the Superintendent's District-wide management team.
27. Provide leadership in the school improvement process and implement the school improvement plan.
28. Maintain visibility and accessibility on the school campus.
29. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
30. Use effective interpersonal communication skills.
31. Direct the development of the master schedule and assign teachers according to identified needs.
32. Establish the job assignments for all school site administrators and assess the school site administrator's performance.
33. Manage the preparation and maintenance of required records and reports to insure accuracy, thoroughness, and timeliness.

34. Assume responsibility for all official school correspondence and news releases.
35. Perform other incidental tasks consistent with the goals and objectives of this position.
36. Maintain current labor market data, both local and state.
37. Perform other incidental tasks consistent with the goals and objectives of this position.

**Supervision Received:**

Director of Workforce Education

**Supervision Exercised:**

Instructional, Support, Administrative, and Service personnel at the assigned school

**Minimum Qualifications & Skills Required:**

1. Master's Degree or higher from an accredited educational institution.
2. Currently hold or eligible for Florida teaching certificate as vocational education director and completion of the New Principal Program.
3. Minimum of eight years' experience in public school education, with at least three years of teaching experience in vocational programs.

**Preferred:**

Three years' experience as an Assistant Principal at a school with vocational programs

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.