

**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> <del>March 13, 2014</del> <u>March 15, 2018</u>	<b>Job Code:</b> 15040

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**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.~~ ~~Currently hold or eligible for Florida Level II certificate as School Principal and/or hold or eligible for Florida teaching certificate and certification in Administration of Adult Education.~~
- 3. Minimum of eight years' experience in public school education.

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**Preferred:**

Experience in Alternative Education Programs

- 1. ~~Minimum two years' experience in Adult Education~~
- 2. ~~Documented experience in managing Federal grants~~

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**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.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**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.