

JOB DESCRIPTION

TITLE MIDDLE SCHOOL PRINCIPAL

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and a minimum of seven years of full-time experience in a certificated position required. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Certification in School Principal (Level II)
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the

District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Superintendent

GENERAL RESPONSIBILITIES

1. Directs all school administrative operations.
2. Provides instructional leadership for all school programs.

SPECIFIC RESPONSIBILITIES

1. Provides leadership for all school operations consistent with existing collective bargaining contracts, school law, Board policies, and Administrative Procedures.
2. Provides leadership in developing, coordinating, implementing, and evaluating school instructional and extra-curricular programs.
3. Creates a positive school climate and a culture of character within the school.
4. Maintains fair, reasonable, and consistent discipline within the school.
5. Establishes the School Advisory Committee and develops the School Improvement Plan.
6. Provides a healthy and safe environment for students and staff (fire drills, disaster plan, etc.).
7. Maintains proper maintenance and custodial care of school facility and grounds.
8. Supervises the building of the Master Schedule and related staff assignments.
9. Organizes and provides staff development opportunities for all members of the school community.
10. Evaluates instructional and non-instructional staff.
11. Directs school accreditation procedures.
12. Facilitates parent involvement in the school community.

13. Serves as liaison between school and community to utilize community resources.
14. Maintains and properly disposes of administrative and student records.
15. Serves as liaison between the school and the food service program.
16. Serves as liaison between the school and the district transportation office.
17. Develops locational and internal school budgets.
18. Supervises the accurate accounting of monies received and dispersed from school funds.
19. Supervises materials evaluation and selection studies within the schools.
20. Supervises the preparation of county, state, and federal reports originating at the school level.
21. Maintains inventory of supplies, equipment, and furniture within the school.
22. Recruits and interviews prospective staff members.
23. Participates in workshops, conferences, parent-teacher meetings, and extracurricular activities.
24. Performs other tasks, duties and responsibilities as assigned.