

**Job Title:**                    **Special Center Principal – Escambia Westgate**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**            Administrative – 5

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this job is to provide the leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring, and enriching environment to promote student success.

## **ESSENTIAL JOB FUNCTIONS**

- Provides instructional leadership and supervision for student achievement.
- Manages and administers the development, implementation, and assessment of the instructional program at the assigned school.
- Uses current research, outside resources, performance data and feedback from students, teachers, parents, and the community to make decisions related to improvement of instruction and student performance.
- Promotes high student achievement.
- Coordinates program planning with District instructional staff.
- Manages the selection of textbooks, materials, and equipment appropriate to level.
- Manages and administers the testing program for the school.
- Aligns school initiatives with District, state, and school goal
- Establishes and coordinates procedures for student, teacher, parent, and community evaluation of curriculum.
- Assigns teachers according to identified needs.
- Facilitates the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- Facilitates, monitors, and coordinates the implementation of Exceptional Student Education (ESE) programs and services.
- Provides leadership in the effective use of technology in the classroom.
- Supervises the establishment and maintenance of individual professional development plans for each instructional employee.
- Interviews and selects qualified personnel to be recommended for employment.

- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Implements and administers negotiated employee contracts at the school site.
- Assigns and supervises school personnel to special projects for the enhancement of student learning.
- Establishes job assignments for school-site administrators, teachers, and support personnel.
- Develops and administers duty rosters for certificated and non-certificated staff as required.
- Manages and administers personnel development through training, in service, and other developmental activities.
- Provides training opportunities and feedback to personnel at the assigned school.
- Supervises the operation and management of all activities and functions at the assigned school.
- Develops positive school/community relations and acts as liaison between the school and the community.
- Accesses, analyzes, interprets, and uses data in decision-making.
- Establishes procedures for an accreditation program and monitors accreditation standards at the assigned school.
- Coordinates school maintenance and facility needs and monitors progress toward meeting those needs.
- Monitors the custodial program at the school to ensure a clean, healthy, and safe learning environment.
- Supervises the orderly movement and safety of transportation services on school grounds.
- Manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- Establishes and manages accurate student accounting and attendance procedures at the assigned school.
- Coordinates the school food services program at the assigned school, including the free and reduced food services program requirements.
- Conducts staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- Communicates, through proper channels, to keep the Superintendent informed of impending problems or events of an unusual nature.
- Directs the establishment of adequate property inventory records and ensures the security of school property.
- Implements School Board policies, state statutes, and federal regulations as they pertain to the assigned school.
- Supervises the preparation and maintenance of accurate and timely reports and records.
- Establishes guidelines for proper student conduct and implements disciplinary procedures and policies that ensure a safe and orderly environment.
- Facilitates a program of family and community involvement.
- Supervises the school guidance program and services to ensure that individual student educational and developmental needs are met.
- Establishes procedures to be used in the event of school crisis and/or civil disobedience and provides leadership in the event of such happenings.
- Coordinates the supervision of all extracurricular programs at the assigned school.

- Manages and supervises the school's athletic and student activity programs, including the selection of club sponsors and coaches, approving all school-sponsored activities, and maintaining a calendar of all school events.
- Maintains visibility and accessibility on the school campus.
- Attends school-related activities and events.
- Participates in county-wide management meetings and other meetings and activities appropriate for professional development.
- Communicates effectively, both orally and in writing, with parents, students, teachers and the community.
- Models effective listening and positive interaction skills.
- Maintains and models high standards of professional conduct.
- Serves as a member of the Superintendent's District-Wide Leadership Team as requested.
- Sets high goals and standards for self, others, and organization.
- Keeps abreast of trends and changes in educational programs and procedures.
- Participates in developing the District strategic plan, District school calendar, staffing plan and manpower plan, and manages and administers school functions relating to these items.
- Provides leadership in the school improvement process, implementation of the school improvement plan, and the School Advisory Council.
- Establishes a vision and mission for the school in collaboration with key stakeholders.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- Accesses District and community resources to meet school needs.
- Anticipates problems and difficult situations and plans appropriately to handle them.
- Acts quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- Provides recognition and celebration for staff, student, and school accomplishments.
- Builds teams to accomplish plans, goals, and priorities.
- Promotes and markets the school and its priorities.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certification as a School Principal by the state of Florida.
- Minimum of seven (7) years of successful teaching experience.
- Satisfactory completion of the Level II School Principal Preparation Program.
- Certification in one or more areas of Exceptional Student Education by the State of Florida.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a knowledge and understanding of the unique needs and characteristics of students at the assigned school level.
- Requires the ability to provide leadership and direction for the school.

- Requires the ability to involve others in the decision-making process.
- Requires the ability to prepare and manage the school's budget and allocated resources.
- Requires the ability to read, interpret and enforce the State Board rules, Code of Ethics, School Board policies and appropriate state and federal statutes.
- Requires the ability to use effective interview techniques, coaching procedures, and evaluation procedures.
- Requires the ability to enforce collective bargaining agreements.
- Requires the ability to use effective public speaking skills, group dynamics, interaction skills, and problem solving skills.
- Requires the ability to display skills in personnel management and supervision techniques.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to analyze and use data.
- Requires the ability to display a knowledge of current educational trends and research.
- Requires the ability to display a knowledge and understanding of the unique needs and characteristics of students at the assigned school level.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, feeling, fingering, grasping, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**