

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### PRINCIPAL

#### QUALIFICATIONS:

1. Current Professional teaching certificate with certification in Administration and Supervision or certification in Educational Leadership. Professional certification in School Principal preferred.
2. At least five years teaching experience to include two (2) years in school administration.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### REPORTS TO:

Superintendent

#### SUPERVISES:

Instructional and Non-instructional Personnel designated by the Superintendent.

#### POSITION GOALS

Administer a sound and effective school program. Use leadership, supervisory and administrative skills to promote the educational development of each student.

#### PERFORMANCE RESPONSIBILITIES:

1. Supervises and administers the school's instructional programs. Establishes and maintains an effective learning climate in the school.
2. Establishes and maintains favorable relationship with the local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
3. Exerts leadership in the adaptation of the general educational program for schools in order to implement student assessed needs and community involvement into the curriculum.

4. Supervises the instructional staff in the general educational program for schools in order to implement student assessed needs and community involvement into the curriculum.
5. Assists in the recruiting, screening, training, hiring and assigning of school staff. Selects and recommends for employment and removal of all personnel to the school. Visits, observes and evaluates members of the school staff. Evaluates and counsels all staff members regarding job performance.
6. Assumes responsibility for care, location and protection of all property assigned to the school.
7. Provides for proper supervision, control and discipline of students. Assumes responsibility for the attendance, conduct, health and safety of students.
8. Organizes and supervises the student activities program. Assumes leadership in direction of the school's athletic and extra-curricular activities. Attends special events held to recognize student achievement and school sponsored activities.
9. Prepares and submits the school's budgetary request and monitors expenditures of funds. Allocates instructional monies to appropriate personnel. Assumes responsibility for all internal funds, as provided by law and regulations.
10. Conducts staff meeting for all personnel. Keeps personnel informed of policy changes, new programs, job responsibilities and work schedules.
11. Prepares an instructional manual annually for appropriate personnel.
12. Keeps abreast of legal requirements and proposed changes. Provides advice to the Superintendent as to their effect on the school system. Maintains contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
13. Assist the Superintendent in organizational analysis and development.
14. Prepares and submits applications, reports, schedules, surveys, projects, statements, etc., as required by the schools, district, state and federal agencies, and by the Superintendent and School Board. Maintains complete and correct records as required by law, district policy and administrative regulations and directives by the Superintendent.
15. Recommends policies and standards affecting school procedures. Assist in upholding and enforcing school rules, administrative regulations and Board policy.
16. Evaluates annually the total school program and reports regularly to the Superintendent.
17. Performs other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be based on the Board adopted administrative salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Superintendent in accordance with the Board policy for the evaluation of personnel.