

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0448

FLSA: Exempt

Pay Grade: Same as current assignment

PRINCIPAL ON DISTRICT ASSIGNMENT

MAJOR FUNCTION:

The Principal performs responsible administrative and supervisory work in the area of instruction, curriculum, assessment, discipline, budget, purchasing, public relations, plant operations, food service, personnel, and transportation in a manner consistent with developing a broad based knowledge of district procedures and policies.

DUTIES AND RESPONSIBILITIES:

- Assists the Associate Superintendent in all duties and responsibilities
- Develops or assists with programs, plans, or projects, and follows through on district initiatives
- Analyzes and disseminates information including achievement and behavior data
- Attends appropriate meetings to gain knowledge of problems, projects, and plans
- Assists with the implementation and monitoring of curriculum, instruction and assessment, consistent with job expectations
- Assists with organizing and supervising the region administrative team
- Assists with the evaluation of principals, when and as appropriate
- Assists the Associate Superintendent, serving as a liaison with elementary, middle and exceptional student education level groups
- Assists with the negotiation and evaluation of Individual Professional Development Plan with principals
- Assists with communicating and collaborating with School Advisory, PTA/PTO/Booster Groups and other community groups to support school performance
- Works collaboratively with the Associate Superintendent in the monitoring of the total school program
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Master's degree, Doctorate preferred, from an accredited college or university with certification in Administration/Supervision, School Principal, Educational Leadership or an equivalent certification as defined by the Florida Department of Education: Elementary - Certification in A/S (Elementary); Secondary - Certification in A/S (Secondary); Vocational - Certification in A/S (Vocational Education Director). Three (3) years service as a principal, professional experience required.

ISSUED: 5/07 AK; BOARD APPROVED: 5/22/07.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PRINCIPAL ON DISTRICT ASSIGNMENT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Principal on District Assignment – ADM