

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0451  
Pay Grade: C08

FLSA: Exempt

**PRINCIPAL, SECONDARY DISCIPLINE PROGRAM**

**MAJOR FUNCTION:**

The Principal, Secondary Discipline Program is responsible for the operation of the Secondary Discipline Program and its facility. This position reports to the Area Superintendent and coordinates with the Dropout Prevention Administrator. The Principal, Secondary Discipline Program serves as liaison between the above and the Director of School Operations.

**DUTIES AND RESPONSIBILITIES:**

- Assists Area Superintendent and Dropout Prevention Administrator in:
- Developing, implementing and evaluating district and state approved program philosophy, goals, and objectives.
- Attending all required district and program meetings.
- Determining staffing needs including selection, supervision, staff development, and evaluation of all secondary discipline program personnel.
- Supervising student services (i.e. attendance, discipline, counseling, family needs assessment).
- Developing and maintaining a positive program/community climate and safe and healthy environment.
- Implementing Pinellas County School Board Policies and Procedures as they relate to students, staff, and school community.
- Implementing and evaluating the secondary discipline program instructional program based on student needs and program components.
- Supervising secondary discipline program student movement in all aspects of the program including cafeteria, instructional areas, and buses.
- Planning for and supervising secondary discipline program activities.
- Maintaining, ordering and taking inventory of textbooks, materials, and equipment.
- Managing program budget.
- Directing, maintaining, and preparing program records and reports.
- Planning and supervising team meetings.
- Coordinating program components including behavior improvement system, individual, group, and family counseling; parent communication and training; achievement and attendance monitoring.
- Monitoring referral and enrollment of students to assure compliance and capacity for FTE.
- Conducting liaison activities with program staff, district staff, dropout prevention programs, students' zoned schools, and community.
- Maintaining program in accordance with Florida Statutes, State Board rules, district policies, and other applicable regulations and guidelines.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university. State certification in Administration/ Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience as a teacher, counselor, exceptional education or dropout prevention staff member, supervisor, or administrator. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

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ISSUED: 7/95 BMP; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 7/23/01;  
BOARD APPROVED: 8/21/01

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

**PRINCIPAL, SECONDARY DISCIPLINE PROGRAM**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				