

## **School Administration**

**TITLE: PRINCIPAL**

**PURPOSE:** The school principal is the educational leader of the school and assumes the responsibility of promoting safety, providing equity and access to the curriculum, expecting academic success for all students, and allocating and managing resources to support instruction.

### **QUALIFICATIONS:**

- Master's degree with School Principal or Professional School Principal certification and additional certification coverages as required by law or rule of the State Board of Education.
- Successful experience as a school district administrator.
- Evidence of successful teaching experience.
- Evidence of leading school personnel to achieve goals and objectives aligned to the District's Strategic Plan.
- Demonstrated ability to develop the instructional skills of teachers and staff through observation, feedback, and coaching.
- Demonstrated ability to lead data-driven continuous improvement of the school's program, climate, and instruction.
- Demonstrated ability to create and sustain collective responsibility for the academic success of all students as defined in students' personalized plans and the achievement goals at the classroom, grade, department, and school levels.
- Evidence of success creating and sustaining a safe and supportive school climate for all students through staff, parent, and community partnerships.
- A track record of success improving and sustaining student achievement results in English Language Arts (ELA), Math, or Science for at least one sub-group of students, including specific results closing the achievement or opportunity gap.
- Evidence of excellent oral and written communication skills.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Essential Functions:**

##### **Vision of Academic Success for All**

- Deepens understanding of standards and engages faculty, students, parents, and community members to understand the standards and the vision of academic success aligned to college- and career-readiness.
- Meets one-on-one, in teams, and as a whole faculty to reinforce high expectations for students and staff, develop plans to achieve the visions and standards, review with evidence progress toward the goals, and identify exemplars of the vision in action and barriers to it.

- Establishes and communicates non-negotiables related to teaching and learning in intellectually stimulating ways that promote application of learning.
- Challenges, beliefs and practices that interfere with achieving the vision.
- Demonstrates through daily decisions and actions that the school's priority is academic success for every student.
- Serves as the cheerleader, coach, and standard bearer for the vision.
- Functions collaboratively with the School Advisory Council to assess school needs, develop a meaningful School Improvement Plan, and introduce those changes in school programs and personnel assignments that will result in achievement of school performance objectives and other District goals.
- Monitors the implementation of effective instruction to meet the needs of all students.
- Monitors the implementation of cultural competence, equity, and access within the instructional practices at the school center.

### **Climate**

- Creates time within the school day for professional learning and collaboration amongst teachers and resource staff and facilitates and leads professional learning focused on content, instruction, and pedagogical content knowledge.
- Be present in classrooms and learning communities frequently to lend support to teachers and keeps abreast of their professional learning and instructional needs.
- Creates school-wide and team norms and expectations for collective responsibility for student success.
- Develops staff's capacity to collaborate effectively about standards and effective instruction.
- Celebrates success as well as opportunities for growth.
- Eliminates barriers and distractions that interfere with effective teaching and learning.
- Provides a clean, safe and nurturing school environment.
- Builds a culture of pride, trust, and respect.
- Implements and monitors an effective approach to bullying prevention.
- Aligns new and existing community and parent partnerships.

### **Cultivating Leadership**

- Focuses the administrative and school leadership teams' work on implementation of standards and reformed instruction.
- Advocates, selects, develops, and supports teacher leaders to expand instructional leadership and job-embedded professional learning in the school.
- Provides professional learning for teacher leaders to ensure they have the knowledge, skills, and dispositions to fulfill their responsibilities as facilitators of learning among peers, have deep understanding of content and standards, instructional credibility, and professional respect and trust.
- Sets expectations for staff for engaging with teacher leaders in ongoing efforts to improve instruction and student learning.
- Coordinates and narrows teacher leaders' work on learning-focused behaviors and tasks.

- Provides ongoing coaching with constructive feedback to teacher leaders.
- Implements a comprehensive performance management system.
- Implements rigorous project management, structures, protocols, and processes.

### **Improving Instruction**

- Develops deep understanding of standards and requisite classroom curriculum and instruction to achieve the standards.
- Sets clear goals with individuals, teams, and the whole faculty for student achievement and effective instruction aligned with the vision for academic success aligned to the new standards.
- Provides intellectually stimulating individual, team, and school-wide professional learning focused on meeting the vision for academic success aligned with standards as a routine part of teachers' workday.
- Engages teachers in visiting one another's classrooms to promote transparency and shared expertise and to increase consistency in expectations and learning opportunities across classrooms, subjects, and grade levels.
- Quickly and proactively addresses problems in instruction and student learning.
- Visits classrooms to support and monitor instruction and provides frequent constructive feedback to individuals, teams, and whole faculty on progress toward those goals.
- Monitors and improves instruction.
- Monitors the implementation of instructional programming, digital, and blended learning customized to the individual strengths, needs, and aspirations of each learner.

### **People, Data, and Processes**

- Hires and retains highly qualified and effective employees.
- Hires teachers with deep content knowledge, competence in pedagogy, and understanding of pedagogical content knowledge; provides intensive mentoring to new staff members to bring them up-to-date with other staff to prevent gaps in student learning.
- Taps the expertise of teachers who have solved persistent instructional problems and supports sharing of these practices and ongoing inquiry among staff.
- Uses data to inform decisions and instruction, professional learning, performance, and student learning.
- Analyzes the scope of change required within their school and classrooms to select and implement appropriate leadership practices to improve instruction and student learning.
- Reflects on competing priorities and focuses attention on those that will have the greatest leverage in improving instruction and learning while simultaneously working with colleagues and supervisors to eliminate or diminish those that interfere with instructional leadership.
- Collaborates with peers, staff, and supervisors to clarify priorities for student and staff learning.
- Supervises and evaluates all school-based personnel, including conducting performance appraisal sessions which are extensions of a Board-approved personnel assessment

system, making reappointment recommendations and providing staff development/training opportunities.

- Manages and supervises the school's financial resources, including the preparation of the school's budget, the monitoring of internal accounts, and the review and approval of purchases and payments for all goods and services received.
- Maintains appropriate records related to pupil attendance, FTE generation, instructional and non-instructional school-based personnel, and property inventories and ensures the accuracy and timeliness of all school reports.
- Supervises the school's food, transportation, maintenance, facility and support services.
- Provides effective communications with and seeks input from parents, teachers, students and the community via systematic processes.
- Coordinates community activities relevant to the school within the school area.
- Keeps fully abreast of and diligently enforces appropriate federal, state, and local statutes; and complies with audit requirements, School Board policies and administrative directives.
- Implements and monitors career and leadership advancement pathways.
- Monitors systemic customer service.
- Effectively implements resource optimization, including programmatic decisions based on program evaluation or return on investment.

#### **Performance Effectiveness Criteria:**

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

#### **Additional Job Functions:**

- Follows adopted policies and procedures in accordance with School Board priorities.
- Performs other duties as assigned.

**Salary: Commensurate with experience. Benefits include Health insurance, Paid time off, and Florida Retirement System (FRS).**