

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0435
Pay Grade: C10

FLSA: Exempt

PRINCIPAL, ESE CENTER

MAJOR FUNCTION:

The Principal performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food service and transportation. He/she is responsible for the management of the total school.

DUTIES AND RESPONSIBILITIES:

Provides leadership for:

Developing, implementing and evaluating school philosophy, goals, and objectives reflecting district and state goals

Developing and maintaining a positive school/community climate and a safe and healthy environment

Planning, implementing and evaluating the school instructional program based on student needs and within state and district guidelines including ESE Policies and Procedures (SP&P)

Planning, implementing, supervising and evaluating all other programs, i.e., PTA, SAC, Athletics, Extra-Curricular, Co-Curricular, Booster Clubs, and Special Olympics

Determining staffing needs including selection, supervision, staff development and evaluation of all school personnel

Disseminating and implementing Pinellas County School Board Policies and Procedures as they relate to students, staff, and school community

Managing finances including the budget and record keeping processes, and inventory control of all school resources

Maintaining records and necessary reports for efficient operation of school compliance with federal, state, and local requirements

Planning and managing for efficient utilization and maintenance of the school plant

Performs other related duties as required

Transition Centers

Serves as building administrator for the Extended Transition program

Coordinates communication and services between students, parents, schools and pTECs, outside agencies and staff to insure highest student achievement

Establishes and maintains a parent/student advisory group for the ET program

Supervises all instructional and support personnel, including interviews, recommendations, evaluations, induction of new personnel, IPDPs, assignment of duties, substitutes and payroll

Maintains records and necessary reports for efficient operation of school and compliance with federal, state and local requirements

Supervises accurate reporting of students during FTE survey weeks

Manages school budgets, including instructional materials, technology, discretionary, Medicaid, and IDEA funds

Supervises the ordering, maintenance, and inventorying of instructional materials and equipment

Supervises all student-related processes including master scheduling, course selections, grading, and discipline

Provides direction and guidance to the Transition Cadre to ensure successful implementation of indicator 13 of the State Performance Plan

Serves as LEA representative, as required

Performs other related duties as required

PRINCIPAL, ESE CENTER

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. Certification in Exceptional Student Education; Certification in Administration and Supervision at the proper level--Elementary or Secondary, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. (ESE certified applicants will have one (1) year to complete A/S or Educational Leadership.) Five (5) years related professional experience in exceptional student education. 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.

PREFERRED:

Minimum of 3 years experience specific to transition services for students with disabilities.

ISSUED: 3/82; TITLE AND QUALIFICATIONS BOARD APPROVED: 4/27/83; FORMAT REVISED: 5/88; TITLE CHANGE BOARD APPROVED: 6/8/88; MQ'S REVISED: 4/89; BOARD APPROVED: 4/12/89; REVISED: MQ'S 8/95 PBL; BOARD APPROVED: 3/27/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGED: 7/99 PBL; BOARD APPROVED: 7/27/99; REVISED: D&R, & PREF 6/23/10 LMCK

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 extensive list of all responsibilities and duties required of those in this classification.

PRINCIPAL, ESE CENTER

| WORKING CONDITIONS & PHYSICAL EFFORT: | 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 | | | | |