

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0475  
Pay Grade: C10

FLSA: Exempt

**PRINCIPAL, ALTERNATIVE HIGH SCHOOL**

**MAJOR FUNCTION:**

The Principal, Alternative High School, performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food service, and transportation. Position is responsible for management of the total school in coordination with government and community agencies to deliver program components.

**DUTIES AND RESPONSIBILITIES:**

Provides leadership in:

- 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 learning environment.
- Maintaining a positive, collaborative interaction with government, law enforcement and community agencies and families.
- Developing alternative methods and options for obtaining high school completion/graduation.
- Planning, implementing, and evaluating the school instructional program based on student needs and within state and district guidelines.
- Implementing, supervising, and evaluating all other programs within the school.
- Facilitating transition services with program and district staff, juvenile justice programs, other district schools and the community.
- 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 it relates to students, staff and school community.
- Managing finances including the budget and record keeping processes, grant management and inventory control of all school resources.
- Maintaining records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements.
- Planning and managing for efficient utilization and maintenance of the school plant.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university. State certification at the secondary level in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. 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.

ISSUED: 9/00 PBL; BOARD APPROVED: 10/10/00

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, ALTERNATIVE HIGH SCHOOL**

<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				