

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0425 (Elem. I)	Pay Grade: C08	FLSA: Exempt
PCSB: 0430 (Elem. II)	Pay Grade: C09	
PCSB: 0440 (Middle I)	Pay Grade: C09	
PCSB: 0445 (Middle II)	Pay Grade: C10	
PCSB: 0450 (High School)	Pay Grade: C11	Administrative

PRINCIPAL
REPORTS TO: Area Superintendent
SUPERVISES: Assistant Principal(s) Athletic Coordinator - High School (HS) Instructional Staff Support Services Staff
QUALIFICATIONS: Master's degree. Certification in Administration and Supervision or Educational Leadership at the proper level: Elementary - Certification in A/S (Elementary) Secondary - Certification in A/S (Secondary) Vocational - Certification in A/S (Vocational Education Director) Five (5) years related successful professional experience. Recommendation for the position from immediate supervisor.
MAJOR FUNCTION
The Principal performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum, safety, budget, purchasing, public relations, plant operations, food service, and transportation. Position is responsible for the total operational management of the school.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops, implement, and evaluates school philosophy, goals and objectives reflecting district and state goals• Develops, implements and evaluates School Improvement Plan (SIP) and School-wide Discipline Plan• Develops and manages a Center of Excellence on the specified campus as approved by the School Board, if applicable• Develops and maintains a positive school/community climate and a safe and healthy environment.• Plans, implements, and evaluates the school instructional program based on student needs and within state and district guidelines• Plans, implements, supervises, and/or evaluates all other programs, i.e., Parent Teacher Association (PTA), School Advisory Committee (SAC), Athletics, Extra-Curricular, Co-Curricular, Booster Clubs, if applicable• Determines staffing needs including selection, supervision, staff development and evaluation of all school personnel• Disseminates and implements Pinellas County School Board policies and procedures as it relates to students staff and school community• Manages finances including the budget and record keeping processes, and inventory control of all school resources

ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements
- Plans and manages for efficient utilization and maintenance of the school plant
- Performs other related duties as required

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; BOARD APPROVED: 3/82; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED DUTIES & RESPONSIBILITIES: 4/08 LM; REVISED FORMAT, MQ, MF, ER, ADA 6/12 LM; BOARD APPROVED: 7/24/12

PRINCIPAL

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 computer to enter and transform words or data					X
21. Using various technology tools					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 – ADM