

Please Post
August 20, 2018

VACANCY NOTICE

POSITION: HIGH SCHOOL PRINCIPAL

SALARY: \$60,016.00 - \$83,876.18

EFFECTIVE DATE OF VACANCY: 2018-19 School Year

MONTHS EMPLOYED: Twelve (12)

MINIMUM EXPERIENCE AND QUALIFICATIONS:

1. Master's Degree in Administration and Supervision or Educational Leadership with Principal certification preferred
2. High School Principal experience
3. Minimum of three (3) years of teaching experience

DUTIES AND RESPONSIBILITIES:

See attached.

INSTRUCTIONS FOR APPLYING:

File application on FastTrack on-line application system at www.hamiltonfl.com

1. Completed Hamilton School Board Application
2. Three (3) professional references from colleagues or supervisors with whom you have worked within the last five years
3. Documentation of certification status
4. Current resume
5. Other supporting documents

DEADLINE FOR FILING APPLICATION: August 29, 2018



Personnel Department

SCHOOL DISTRICT OF HAMILTON COUNTY**JOB DESCRIPTION****PRINCIPAL, SECONDARY SCHOOL****QUALIFICATIONS:**

1. Master's Degree from an accredited institution in Educational Leadership, Administration, or Administration and Supervision.
2. Certified as School Principal.
3. Three (3) years successful teaching experience required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of federal, state, and local laws, regulations, and policies governing education.
- ◆ Knowledge of curriculum and instructional programs and practices for appropriate level.
- ◆ Knowledge of budgetary and supervisory responsibilities.
- ◆ Knowledge of athletics/scheduling and supervision.
- ◆ Ability to communicate effectively, orally, and in writing.
- ◆ Ability to work with people in a positive, effective manner.
- ◆ Ability to use effective public speaking skills, interaction skills, and problem-solving skills.
- ◆ Ability to analyze and use data.
- ◆ Ability to organize, prioritize and manage time effectively.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

Instructional, Support, Administrative and Service Personnel at assigned schools.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school, consistent with the District's goals and priorities.
2. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
3. Provide leadership in school improvement process and the implementation of the School Improvement Plan.
4. Promote high student achievement.
5. Coordinate with District instructional staff in program planning.
6. Align school initiatives with District, state and school goals.
7. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.

PRINCIPAL, SECONDARY SCHOOL (Continued)

8. Coordinate the development of the master schedule and assign teachers according to identified needs.
9. Facilitate the coordination and articulation of curriculum within the school and within the feeder system.
10. Establish and coordinate procedures for a viable testing program at the school.
11. Interview and select qualified personnel to be recommended for employment.
12. Conduct performance appraisals and make reappointment recommendations for school personnel.
13. Facilitate personnel development through individual professional development plans, training, inservice and other developmental activities linked to student achievement and assess the results as related to expectations of improved student performance.
14. Implement and administer negotiated employee contracts at the school site.
15. Assign and supervise school personnel to special projects for the enhancement of the school.
16. Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
17. Manage the operation and all activities and functions, which occur at the assigned school.
18. Develop positive school/community relations and act as liaison between the school and community.
19. Access, analyze, interpret, and use data in decision-making.
20. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
21. Participate in developing the District strategic plan, District school calendar, District staffing plan and work force plans. Manage and administer school functions relating to these items.
22. Identify long- and short-range facility needs at the assigned school.
23. Coordinate facility and support service requirements.
24. Coordinate plant safety and facility inspections at the assigned school.
25. Coordinate all maintenance functions at the assigned school.
26. Coordinate and supervise transportation services at the assigned school.
27. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
28. Establish and manage student accounting and attendance procedures at the assigned school.
29. Coordinate the food service program at assigned school.
30. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
31. Direct the establishment of adequate property inventory records and ensure the security of school property.
32. Serve as a member of the Superintendent's Executive Leadership Team as requested.
33. Implement School Board policy, state statutes and federal regulations as they pertain to the assigned school.
34. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
35. Use effective interpersonal communication skills.
36. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
37. Establish procedures to be used in the event of school crises and/or civil disobedience and provide leadership in the event of such happenings.
38. Coordinate the supervision of all extracurricular programs at assigned school.
39. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities and maintain a calendar of all school events.
40. Maintain visibility and accessibility on the school campus.
41. Attend school-related activities and events.
42. Supervise guidance functions provided by the school.
43. Interact with government and service agencies relative to student welfare.

PRINCIPAL, SECONDARY SCHOOL (Continued)

44. Provide training opportunities and feedback to personnel at the assigned school, develop individual professional development plans for instructional staff and self linked to student achievement, provide training opportunities, and assess the effects of training on student achievement.
45. Participate in countywide management meetings and other meetings and activities appropriate for professional development.
46. Maintain and model high standards of professional conduct.
47. Demonstrate initiative in recognizing needs or potential for improvement and provide leadership in pursuing them.
48. Interact with students, staff, parents, and community in an appropriate and professional manner.
49. Demonstrate understanding of and support for the vision, mission, goals, and priorities of the school.
50. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
51. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
52. Establish a vision and mission for the school in collaboration with stakeholders.
53. Set high goals and standards for self, others and organization.
54. Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
55. Delegate responsibilities to appropriate staff members.
56. Establish procedures to monitor processes, activities, and responsibilities and respond to feedback.
57. Demonstrate readiness and confidence to make or share decisions in a timely fashion.
58. Prioritize time and strategic initiatives to focus and increase impact as a leader.
59. Define strategic direction, promote systems thinking, and build a compelling and engaging picture of the future.
60. Communicate with and lead employees to understand how strategies impact them.
61. Create the environment that will sustain leadership and promote state, local, and national educational initiatives.
62. Establish and maintain a positive collaborative relationship with students' families to increase student achievement.
63. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the District.

EVALUATION:

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