

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

INTERIM PRINCIPAL

Required Qualifications:

- Master's Degree
- Florida certification in Educational Leadership or School Principal
- Minimum of three (3) years of successful teaching experience
- Must possess a valid Florida driver's license

Desired Qualifications:

- Experience as an assistant principal or principal

Performance Responsibilities

- Supervise all aspects of the school's educational program
- Assume responsibility for development, implementation and evaluation of curriculum designed to better meet the needs of students
- Take action to increase student achievement scores on standardized tests
- Assume responsibility in the development, revision, implementation and evaluation of the School Improvement Plan
- Maintain high standards of student conduct and enforces discipline, according to due process rights to students
- Assume responsibility for the implementation and observance of all board policies and regulations by the school's staff and students
- Take action to build effective teams within the school
- Effectively communicate with staff, students, parents and community groups
- Establish and maintain a positive collaborative relationship with students' families to increase student achievement
- Work with stakeholders to establish goals that are congruent with the school's continuous improvement efforts
- Assume responsibility for the safety and administration of the school facilities
- Act as a liaison between the school and the community, and encourages community participation in school life
- Assume responsibility for assisting with hiring, training, supervising and evaluating school personnel
- Make decisions regarding the effectiveness of employee performance including recommending dismissal when necessary
- Conduct meetings of the staff for proper functioning of the school
- Establish and maintain individual professional development plans linked to student performance and clearly-defined training activities that result in better student performance

- Assume responsibility for the preparation and management of the school budget
- Delegate authority and responsibility to appropriate personnel to insure that school activities and programs are effectively supervised and implemented
- Use a systematic process to receive and provide feedback about the progress of work being done
- Perform other duties as assigned by the Assistant Superintendent of Academic Services and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent of Academic Services and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Academic Services and/or designee

Terms of Employment:

When deemed by the School Board to be necessary and in the best interests of the students of the school, an individual who holds the proper certification may be placed in this position for a specified length of time.

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Elementary – 73201 Middle – 73202 High – 73203 Other – 73204

Board Approved: 03/00

Revised: 01/20/09, 07/28/09, 07/27/10, 05/17/11, 09/06/11, 06/10/14