

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

PRINCIPAL

Required Qualifications:

- Master's Degree
- Hold Florida certification in Educational Leadership or School Principal
- Minimum of three (3) years experience as an assistant principal or dean
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Supervise all aspects of the school's educational program
- Assume responsibility for development, implementation and evaluation of curriculum designed to better meet 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 standard 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 community and encourage 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
- Sustain focus and attention to detail

- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning 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 Teaching and Learning and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Elementary – 73001 Middle – 73002 High – 73003 Other – 73004

Revised: 03/00, 01/02, 01/20/09, 07/28/09, 07/27/10, 05/17/11, 09/06/11, 6/10/14, 06/25/19