

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PRINCIPAL, TECHNICAL HIGH SCHOOL

SALARY SCHEDULE: PRINCIPAL, ELEMENTARY

COST CENTER: TBD

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida certificate in Administration and Supervision or Educational Leadership.
- (3) Minimum of five (3) years experience in vocational and/or technical education.
- (4) Minimum of three (3) years experience as a school administrator.
- (5) Must qualify for Administrative Pool prior to applying

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce State Board of Education rules, Code of Conduct, School Board policies and appropriate state and federal statutes. Ability to lead a program with an awareness of laws, policies and procedures specific to secondary education, vocational education, technical education and workforce development; including relevant curricula. Ability to implement and enforce the Collective Bargaining Agreement. Skills in personnel management and supervision. Knowledge of current educational trends and research. Ability to use public speaking skills, group dynamics and problem-solving skills.

REPORTS TO:

Executive Director of High Schools

JOB GOAL

To provide visionary leadership necessary to administer a high school uniquely focusing on technical education, post-secondary education and workforce development, and to work in cooperation with the Sarasota County Technical Institute and all district secondary schools.

SUPERVISES:

Administrative, Instructional and Service Personnel at the assigned school

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop, implement and assess an academic program that emphasizes state and industry standards, technology, and career pathways.
- * (2) Develop and implement an annual School Improvement Plan which shall emphasize Small Learning Communities, career and technical education and drop-out prevention.
- * (3) Coordinate high school and technical program planning with district staff.
- * (4) Interview and select qualified employees to be recommended for employment.
- * (5) Monitor and conduct personnel evaluations and take appropriate action.
- * (6) Develop an annual assessment for inservice needs leading to faculty improvement.
- * (7) Provide leadership and vision to the School Improvement Process and changes leading to improvement.
- * (8) Develop a positive teaching / learning environment leading to teacher and student success.
- * (9) Develop and implement a safe and orderly school plan.
- * (10) Develop and implement a successful discipline plan promoting a safe teaching / learning environment.
- * (11) Promote a positive school image through appropriate communication and community involvement, which will include marketing and public relations.
- * (12) Create a plan for workforce development and partnerships with community colleges and universities.

PRINCIPAL, TECHNICAL HIGH SCHOOL (continued)

- *(13) Develop and maintain the school budget by involving appropriate input and adhering to district and state guidelines.
- *(14) Function as a role model conducive to hard work, caring and consistency for the entire staff.
- *(15) Utilize managerial skills to design and organize activities to achieve goals.
- *(16) Oversee the development of the extracurricular activities program and maintain an up-to-date activities calendar.
- *(17) Develop a dropout prevention plan.
- *(18) Monitor legislative actions and major changes in the profession, while adjusting programs to adhere to relevant best practices and mandates.
- *(19) Facilitate opportunities for advisory groups and Career and Technical Student Organizations (CTSOs).
- *(20) Direct the development of the master schedule.
- *(21) Manage and assign the administration of the school testing program.
- *(22) Establish job assignments for administrators, teachers and support staff personnel.
- *(23) Assist in developing short- and long-range facility needs.
- *(24) Coordinate the completion of plant safety and facility inspections.
- *(25) Coordinate the school transportation services as required.
- *(26) Establish procedures for student accounting and attendance procedures.
- *(27) Establish procedures for property inventory records and equipment inspections.
- *(28) Establish a program leading to the secure closure of the school and proper school opening each day.
- *(29) Supervise the preparation of accurate and timely reports and records.
- *(30) Assume responsibility for all official correspondence and news releases.
- *(31) Manage the ordering of textbooks, materials and equipment.
- *(32) Maintain visibility and accessibility on the school campus.
- *(33) Assume responsibility for all student suspensions and expulsions in accordance with School Board policies and state law.
- *(34) Participate in District management meetings and other meetings appropriate for professional development.
- *(35) Maintain a close working relationship with District staff.
- *(36) Develop and monitor an articulation program with feeder schools and community agencies.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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.

Job Description Supplement No. 10

*Essential Performance Responsibilities

****Note: Special Programs Salary Schedule pertains to Technical High School, Phoenix Academy and Cyesi**