



# BREVARD PUBLIC SCHOOLS

## JOB DESCRIPTION

### Principal - Elementary

#### QUALIFICATIONS

1. Master's Degree from an accredited educational institution.
2. Certified as a School Principal by the State of Florida.
3. Minimum of three years of successful teaching experience.
4. Valid Florida Driver License.

#### Job Goal

To ascertain that the human and material resources at his/her disposal are utilized to the greatest advantage in the service to the pupils assigned to his/her building.

#### KNOWLEDGE, SKILLS, & ABILITIES

Ability to prepare and manage the school's budget; read, interpret, and enforce State Board Rules and School Board policy; ability to enforce collective bargaining agreements; ability to use effective public relations skills; ability to analyze data; ability to use effective interview techniques, coaching procedures, and evaluation procedures; ability to effectively use public speaking skills; ability to effectively use problem solving skills; knowledge of current educational trends and research; knowledge of Human Growth and Development; knowledge of group dynamics. Demonstrate written and oral communication skills; skilled in personnel management, interaction, and supervision techniques.

#### PERFORMANCE RESPONSIBILITIES

##### ESSENTIAL FUNCTIONS

1. Manage and administer the overall instructional program at the assigned school.
2. Manage and administer the overall activities of assessing and developing the instructional program at the assigned school.
3. Manage and administer the selection of textbooks, material, and equipment needed at the assigned schools.
4. Manage and administer the instructional program so as to ensure all students have the opportunity to learn.
5. Manage and administer the accreditation program for the assigned school.
6. Participate in the development of District guides related to instruction and personnel.
7. Participate as requested in the development and adoption of the District's testing program; manage and administer the testing program for the assigned school.
8. Manage and administer the instructional program as instructed by District guidelines.
9. Manage and supervise the wise use of personnel resources.
10. Manage, supervise, and evaluate personnel.
11. Actively participate, as requested, in the development and adoption of District tests, textbooks, and curriculum of programs.
12. Manage the implementation and administration of negotiated employee contracts at the school level.
13. Manage and administer the development of long and short-range instructional and facility needs.
14. Manage and administer plant safety and facility inspection, including supervision of the buildings and grounds at the school.
15. Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility.
16. Coordinate facility and support service requirements with appropriate District offices.
17. Coordinate, in concert with the Facilities department, upon request, the development of educational specifications.
18. Manage the discipline of students on buses, including statutory provisions for suspension.
19. Coordinate and supervise the transportation service as the assigned school.
20. Maintain a high visibility within all areas of the facility.

21. Manage the discipline of students on campus, including statutory provision for suspension and adhering to adopted District policies.
22. Manage and supervise the function of financial planning of the school, including the preparation of the school's budget.
23. Manage and supervise, through wise use, the financial resources of the school.
24. Manage and administer the function of purchasing by the school to ensure maximum educational value of supplies, materials, equipment, and services.
25. Adhere to state statute and District policies relating to financial accounting to ensure judicious management of all school funds.
26. Manage and administer the preparation of financial reports for the school.
27. Manage and administer the function of pupil accounting at the school, as it pertains to funding and attendance.
28. Manage and administer through statute and District guidelines, the school food service.
29. Develop and maintain positive school/community relations and act as liaison between the two.
30. Actively participate in the recruitment of business partnerships to benefit the school community.
31. Establish guidelines for proper pupil conduct and effective disciplinary procedures and policies.
32. Assign and supervise special tasks to school personnel.
33. Assign to teachers such responsibility and authority for pupil control as deemed appropriate.
34. Verbally communicate through staff meetings for the purpose of keeping staff informed of policy, procedures, instructional programs, and existing programs.
35. Communicate, through the Area Superintendent, to the Superintendent, information relating to various problems or events of unusual nature.
36. Actively participate in District management meetings and other required meetings.
37. Provide leadership in the event of school crisis through a high level of physical activity.
38. Maintain accountability of property inventory records and security of school property.
39. Develop the master schedule for teachers and assign teachers by identified needs.
40. Provide leadership for, and supervision of, extracurricular activities/events/programs.
41. Approve school-sponsored activities and maintain a calendar of all school events.
42. Provide for the articulation of the school's instructional program among school personnel.
43. Administer and develop certified and support staff duty rosters for the school.
44. Provide leadership in the school improvement process.
45. Effectively handle students in confrontational situations.
46. Supervise the guidance program to enhance individual student educational and developmental needs.
47. Orient newly assigned staff members and assist in their development.
48. Assume all duties and responsibilities as outlined in Florida statute.
49. Provide a quick response to any emergency situations indoors/outdoors on the school site.
50. Be proactive in decisions relating to school and community well-being.
51. Function as a member of the Superintendent's District-wide management team.
52. Awareness in – and management of – Board policy and State statutes relating to Exceptional Education guidelines.
53. Perform other duties as assigned commensurate with the skills and abilities of the position.
54. Provide outstanding customer service and use positive interpersonal communications skills.
55. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
56. Ensure compliance with Board rules and applicable federal laws and regulations.

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### **PHYSICAL DEMANDS & WORKING CONDITIONS**

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force consistently to lift, carry, push, pull or move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

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### **EVALUATION**

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

## **Terms of Employment**

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: Non-Bargaining  
PAY GRADE: 26  
PAY CODE: \_\_\_\_\_  
PAY TYPE: D  
PAY DAYS: 12 month  
FLSA STATUS: Exempt

DATE DEVELOPED: \_\_\_\_\_  
DATES REVISED: 2/9/1998  
DATES BOARD APPROVED: 2/24/1998; 6/12/2001  
FUNCTION: School Based Administration  
CLASSIFICATION: Principal  
BPS Position Code: D0600

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*This position has been designated by the District as FRS Senior Management Service Class*

Draft Developed By: Associate Superintendent, Human Resources Services

**FOR HR USE ONLY:**

Labor Relations Services: Jim Hickey

Compensation Services: Rick Morton

Classification Approved By: Debra Pace