



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Master's degree in Educational Leadership or Master's Degree with Educational Leadership certification through an accredited institution.
2. Three years successful instructional experience in public school education (*classroom teaching experience preferred*).
3. Three years successful experience as an administrator and/or supervisor in any career field (*one of the three may be as a teacher-leader*).
4. Currently holds or eligible for certification of School Principal or Professional School Principal, preferred.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: 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 as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

MISSION STATEMENT:

Establish a school climate which promotes equal opportunities for all students, good conduct, and positive attitudes and values, and accepts the responsibility for the academic, attendance, conduct, health and safety of students.

PERFORMANCE RESPONSIBILITIES:

The performance responsibilities are based of the Florida School Leader Assessment (FSLA). The entire assessment can be located at <https://www.flondaschoolleaders.org/>

Domain 1 - Student Achievement

- Demonstrates a clear understanding of student requirements and academic standards required by the district and Florida DOE requirements.
- Gathers and analyzes multiple sources of student and adult performance data to make informed instructional leadership decisions.
- Coordinates and facilitates the development of rigorous standards based student achievement goals. Monitors progress towards established goals, ensures modifications to instructional programs and services as appropriate.
- Generates high expectations for learning growth by all students by enabling faculty and staff to work as a system focused on student learning and engages faculty and staff in efforts to close learning performance gaps among student subgroups within the school by maintaining a school climate that supports student engagement in learning.
- Implements clear and consistent procedures for student behavior and discipline in accordance with the district policies and procedures.

Domain 2 - Instructional Leadership

- Ensures the appropriate use of high quality formative and interim assessments aligned with the adopted standards and curricula.
- Monitors the effectiveness of classroom teachers and uses contemporary research and the district's instructional evaluation system criteria and procedures to improve student achievement and faculty proficiency on the FEAPs.

- Employs a faculty with the instructional proficiencies needed for the school population served. Monitors, evaluates, secures and provides timely and actionable feedback to faculty on the effectiveness of instruction, on priority instructional goals and the cause and effect relationships between professional practice and student achievement on those goals.
- Supports district and state initiatives focused by the leader with specific and observable actions including monitoring of implementation and measurement of progress toward initiative goals and professional learning to improve faculty capacity to implement the initiatives.
- Implements professional learning processes that enable faculty to deliver culturally relevant and differentiated instruction by generating a focus on student and professional learning in the school that is clearly linked to the system-wide objectives and the school improvement plan.

Domain 3 - Organizational Leadership

- Demonstrates personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research.
- Builds and develops leadership teams to accomplish plans, goals and priorities that support the school and district vision and mission.
- Leads diverse staff, student body, and the community in the development and implementation of school goals that focus on the improvement of student learning.
- Plans, develops and monitors the school's budget with input from staff and key stakeholders; allocates and adjusts fiscal and material resources; assures timely completion of reports and records maintenance for all school programs.
- Communicates effectively using appropriate written, verbal and electronic communication skills to present clear information to diverse groups of students, staff, parents and community stakeholders.
- Utilizes a variety of technology to enhance decision making and integrates a multitude of resources to promote professional development and data-based decision-making.

Domain 4 - Professional and Ethical Behaviors

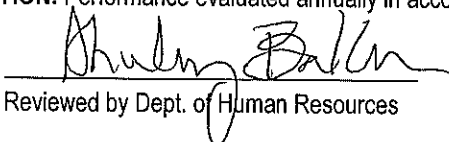
- Implements School Board Policy, state statutes, and federal regulations as they pertain to the assigned school.
- Engages in professional development opportunities that improve personal professional practice and align with the needs of the school system.
- Demonstrates personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research.
- Demonstrates that student learning is a top priority through effective leadership actions that build and support a learning organization focused on student success.
- Establishes and maintains positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students, staff, and stakeholders.
- Adheres to the Code of Ethics of the Education Profession in Florida (Rule 68 - 1.00 1, FAC) and to the Principles of Professional Conduct for the education profession (Rule 68 - 1.006 FAC).

Performs other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board and the State Board of Education.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


 Reviewed by Dept. of Human Resources

Date: APPROVED MAR 26 2019
 Adopted by Bay District School Board