

# Leon County Public Schools Classification Specification

Salary Grade 22

## Summary Information:

<b>Classification Title:</b>	Principal, High	<b>Date Prepared:</b>	04/2003
<b>FLSA Status:</b>	Exempt		

## Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

## Activity Identification

### Activity Name

702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
701	Evaluation, Supervision & Hiring	Responsible for the hiring, supervision, and evaluation of all school based employees including: teachers, clerical, paraprofessionals, maintenance, food service, transportation, district personnel on site, and parents and community volunteers.
714	Student Scheduling	Schedule students for special programs, screening, testing, etc.
711	School Planning	Assist with planning and preparation for school, including enrollment, staff orientation, etc.
719	Student Financial Aid	Assist students in obtaining financial aid such as vocational rehabilitation scholarships, child care, etc.
703	Discipline	Discipline students referred from teachers and staff. Confer with parents/agency representatives regarding discipline cases.
700	Staff Development and Training	Responsible for assuring all staff development and training needs are provided.
704	Course Scheduling	Coordinate and schedule appointments, class schedules, room assignments, test dates, counseling, etc. Develop and distribute course listing. Maintain calendar as necessary to track such appointments.
730	Budgeting-Schools	Generate funds by tracking student enrollment, monitor all internal accounts, participate in all audits, and supervision of expenditures from all funds.

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### Activity Name (cont.)

573	Public Relations	Attend student/teacher/employee and volunteer recognition, interact with the business community and general public, coordinate programs with various local governments. Interact with media.
729	Student Activities	Monitor and supervise all extra curricular student activities such as athletic events, clubs, dances, and field trips.
728	Transportation	Supervise and monitor all student transportation services.
710	Teacher Conferences	Meet with teachers regarding classroom management, student behavior, district programs, or other school matters that are <u>instructional</u> in nature and content.
713	Program Administration	Coordinate and administer special on or off campus programs or campus activities (e.g., tutoring, Compensatory Ed., substance abuse programs, etc.).
712	Academic/Vocational Department Management	Manage or coordinate the activities of an academic/vocational department or grade level(s). Develop department goals and objectives, operating procedures, organization structure and plan and organize the work of subordinates.
707	Facilities Inspection	Visit classrooms and periodically review all areas of the building and grounds.
706	Facilities	Responsible for all federal, state and local standards for health and safety (including, OSHA, etc.), maintenance of building and grounds, renovation and alteration to facility and safety. On call 24 hours a day.
708	Property and Inventory	Responsible for the proper care, storage, and inventory of all school property. Additionally, responsible for the allocation of all school property within the school facility.
705	Health	Responsible for the clinic, student health, dispensing of medication, and transportation to hospitals.
726	SIU Reports, Crime, Acts of Violence	Responsible for weapons searches, drug searches, maintenance of a violence free environment, internal investigation reports, and the reporting of crime to the local police.
725	Custodian of Records	Required to attend Court Hearings when subpoenaed, give depositions, and maintain all records.

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### Activity Name (cont.)

716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
723	Coordination With Outside Agencies	Responsible for the coordination with all outside agencies, such as HRS, Juvenile Justice, Guardian Ad Litem, local police departments, etc.
721	Legal and Security Work	Handle processing for truancy and law violation matters; investigate drug and theft problems.
736	After School Care	Supervise all after school care programs.
731	Purchasing	Conduct all purchasing, vendor coordination, contract negotiation
717	Other School Reports	Prepare periodic reports which involve compiling and/or reporting such items as student-teacher ratios and other similar subjects.
724	Grants Writing	Responsible for obtaining additional grant funds.
709	School and/or Advisory Meetings	Attend meetings involving groups such as staff, other administrative personnel, etc., that are <u>non instructional</u> in nature and content.
722	District Committees	Serve on all district committees as required
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

<b>Education/Experience:</b>	M.A. Degree with six years related experience; and Appropriate educational certification/license
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision applies to one or more <u>cost centers</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003