

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PRINCIPAL -- TURNAROUND

JOB DESCRIPTION

JOB CODE:	730041	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	02
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years successful educational experience, including at least three successful years with administrative-level experience.
- (3) Hold Florida Educational Leadership Certification.
- (4) Approved member of the District's Principal Administrative Pool.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of Florida's School Improvement State System of Support for Deficient and Failing Schools model and requirements. Basic understanding and knowledge of the use of current technology, as required by the position. Ability to read, interpret and adhere to the State Board Rules, Code of Ethics, School Board Policies, negotiated employee contracts, and appropriate state and federal statutes. Knowledge of current educational trends, research, and technology. Ability to understand unique needs and characteristics of secondary school students. Ability to use group dynamics in the context of cultural diversity. Ability to prepare and manage the school's budget and allocated resources. Ability to select, hire, and evaluate personnel. Ability to manage and supervise personnel effectively. Effective skills in public speaking, personal interaction, and problem-solving. Ability to perform work accurately and thoroughly. Ability to communicate effectively both orally and in writing with parents, students, teachers, and the community. Exhibit good listening and comprehension skills. Keep others adequately informed. Select and use appropriate communication methods. Ability to find a solution for or to deal proactively with work-related problems. Ability to comprehend complex technical topics and specialized information. Ability to complete assigned tasks under stressful situations. Ability to work with diverse groups. Ability to use critical thinking and analytical skills for in-depth data analysis, problem solving, and school initiatives.

REPORTS TO:

Superintendent, Deputy

JOB GOAL

To provide effective leadership and intensive supports to schools in order to meet school improvement goals that align with School Improvement State System of Support for Deficient and Failing Schools requirements, to assist the District in meeting the goals and objectives of the District's vision and mission.

SUPERVISES:

Assigned Personnel

PRINCIPAL -- TURNAROUND (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Has extensive knowledge of Florida's School Improvement State System of Support for Deficient and Failing Schools model and requirements.
- * (2) Assist in building schools' capacity to support school improvement.
- * (3) Assist in the staffing of lowest performing schools.
- * (4) Use various forms of data to diagnose and assess school needs.
- * (5) Assist school administrators and leadership teams in assessing and evaluating how the faculty prepares students for purposeful learning.
- * (6) Assist in increasing schools' capacity to seek, critically assess, and selectively incorporate new ideas and practices.
- * (7) Help interpret and respond to state and federal legislation.
- * (8) Coordinate school visits of State Regional Director for Differentiated Accountability.
- * (9) Collaborate with State Regional Team to continually assess and evaluate progress and growth at the school level.
- * (10) Direct schools in effectively using data to adjust instruction and informed school improvement decisions.
- * (11) Guide schools in tailoring instruction and interventions to meet individual needs of students.
- * (12) Provide training and support focused on data analysis and curriculum alignment.
- * (13) Assist schools, parents, students, teachers, and the community in interpreting and utilizing data (summative, formative, performance assessments, etc.), to support increased student performance and stated outcomes.
- * (14) Provide support to site-based leadership teams in cultivating and maintaining a positive culture for all stakeholders.
- * (15) Collaborate in creating Professional Learning Communities, leadership team meetings, and lesson study groups at the school level.
- * (16) Develop new knowledge, skills, and program coherence.
- * (17) Set expectations by setting ambitious targets and assists others to develop new competencies.
- * (18) Identify effective, long-lasting professional development that will act as a change lever and ensure professional development is intensive, targeted, ongoing and embedded.
- * (19) Coach school leadership teams on improving data analysis, classroom instruction, and tiered interventions.
- * (20) Help schools tailor a coaching plan based upon their needs assessment.
- * (21) Assist District Turnaround Team in designing both principal coaching or mentoring as well as teacher instructional coaching to address meaningful goals for student learning.
- * (22) Work with principals to help overcome the barriers to change (structures, skills, systems, etc.).
- * (23) Provide an objective view on the necessary organizational and instructional needs at the schools and be persistent in garnering district support for such changes.
- * (24) Help schools develop an action plan that drives change.
- * (25) Use problem solving that is strategic and collaborative to achieve tangible student outcomes within targeted schools.
- * (26) Seek continual feedback, reshape plans and work with change as a process rather than as a product.
- * (27) Create high expectations and support to overcome inertia and status quo.

PRINCIPAL -- TURNAROUND (Continued)

- *(28) Provide new experiences, time, practice and reflective learning to assist schools to develop skillfulness with change.
- *(29) Value and promote in others the qualities of adaptation, problem solving and flexibility while staying focused on School Improvement goals and student outcomes.
- *(30) Demonstrate proactive leadership and effective managements skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(31) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(32) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- *(33) Be knowledgeable of and adhere to Board policies.
- *(34) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(35) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(36) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(37) Monitor district compliance with applicable codes, rules and statutes.
- *(38) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(40) Attend meetings and conferences to promote professional growth and benefit the District.
- *(41) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(42) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(43) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(44) Respond to inquiries and concerns in a timely manner.
- *(45) Model and maintain high ethical standards.
- *(46) Maintain a high visibility and accessibility within all areas of the school facility.
- *(47) Adhere to applicable safety standards.
- *(48) Follow attendance, punctuality and proper dress rules.
- *(49) Maintain confidentiality regarding school/workplace matters.
- *(50) Serve on school/district committees as required or appropriate.
- (51) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force 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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

PRINCIPAL -- TURNAROUND (Continued)**EVALUATION:**

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

Job Description Addendum No. 10

Adopted: 12/6/22