

PRINCIPAL-HIGH SCHOOL, COLLEGIATE & CHAIN OF LAKES

REPORTS TO: CAMPUS PROVOST

Organizational Unit: Professional, Technical; Administrator

Status: Exempt- Salary range: Level P17

Revision Date: June 2014

I. Basic Purpose of Position:

This highly responsible position is charged with providing the vision and leadership necessary to develop and administer educational programs offered through the Polk State College Collegiate and Chain of Lakes High Schools. Works to optimize the human and material resources available to create a safe and successful school for students, staff, parents, and community, while emphasizing the learning process for all students leading to enhanced student achievement. Requires the planning of various interrelated activities, and the coordination of multiple projects or functions. Demonstrates ability to make major decisions involving complex factors that may be difficult to evaluate. Requires the analysis of data and construction of recommendations that influence decisions on the development of long-term curricula and policies within the high school.

II. Job Functions:

	<i>Essential</i>	<i>Non-Essential</i>
A. Provides leadership in developing and establishing high school programs and policies, as well as assesses high school compliance with PSC rules and procedures.	x	
B. Monitors program adherence to state board rules, state statutes, legislative mandates, and national accreditation criteria. Implements and manages all required initiatives. (I.E. Education Accountability System and Family and School Partnership Act stipulations).	x	
C. Provides curricular and co-curricular leadership and coordinates program evaluation and revision activities.	x	
D. Directs the development and preparation of high school's budget. Coordinates the acquisition of ancillary materials from appropriate vendors. Manages all fiscal processes as related to the Collegiate or Chain of Lakes High School FEFP, grants and fund raising accounts. Ensures satisfaction of all fiscal/audit requirements. Oversees inventory of materials and equipment.	x	
E. Coordinates and compiles all reports required for accreditation, DOE surveys and Annual Report, Accountability Plan, School Improvement Plan, Professional Development Plan, charter contract and charter renewal reports.	x	
F. Acts as spokesperson for high school and/or college as needed in interacting with the Polk County Schools, other charter schools, community agencies, and state, regional and national organizations.	x	
G. Supervises the establishment of policies and processes governing selection and progression of students from application to high school graduation.	x	

H. Disseminates information to appropriate college personnel, students/parents as well as appropriate recipients outside the college (I.E. Accreditation or certification agencies, state agencies, School Board etc.). Appraises program needs and communicates to PSC administration and charter school governing board (DBOT).	x
I. Insures continuity of the high school courses so that all graduation requirements will be satisfied. Certifies high school graduates. Monitors the development of the high school master schedule, and the scheduling and advising of student college schedules, and insures the accurate reporting of both student schedules on the high school and college management systems.	x
J. Supervises the maintenance of teacher certification records including clearance of background checks, highly qualified status, and the compilation of staff development hours. Monitors the training and background checks for school volunteers.	x
K. Provides leadership for faculty/staff in the development of strategic goals and strategies toward attainment of accountability and accreditation benchmarks.	x
L. Coordinates and supervises the recruitment, acceptance and enrollment of high school students from student orientation through initial and follow up scheduling conferences.	x
M. Develops high school calendar activities so that projects are completed efficiently and in a timely manner. Coordinates the supervision of all extracurricular and co-curricular school programs and activities as linked to the High School.	x
N. Directs the maintenance of all student records. Provides for accurate and timely submission of school reports dealing with student attendance, FTE program participation, student performance, teacher appraisal, school safety, and discipline data. Ensures necessary training opportunities for staff in the above stated areas. Monitors student attendance.	x
O. Assures a safe and orderly learning environment and monitors the supervision during high school classes and activities, as well as supports the authority of each teacher and staff member to deal with disobedient, disrespectful, disruptive students in the high school environment.	x
P. Develops and implements appropriate staff development activities. Manages the standards of ethical conduct for high school personnel as outlined in F.S. 1012.01. Interviews and selects qualified personnel to be recommended for employment. Assesses performance of personnel, as well as disciplines assigned employees.	x
Q. Initiates, develops and writes grant proposals and implements projects as awarded.	x
R. Directs the development of all marketing activities for the high school.	x
S. Serves on committees as needed.	x
T. Maintains regular attendance.	x
U.	

Consulting Tasks:

- Requires ability to communicate effectively with a wide variety of individuals from within and outside of the College. Consultation on problems requires clarity, judgment, and tact, in order to obtain cooperation or approval of action to be taken.
- Serves with other personnel on committees.
- Ensure ongoing communication and collaboration among Polk State College, School Board of Polk County as necessary to implement High School activities.

II. Supervises the Following Staff:

Faculty and staff of the Collegiate or Chain of Lakes High School

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Demonstrated skills in development, implementation and evaluation of high school curriculum, accelerated mechanisms, performance-based instruction, technology-based instructional delivery and other creative approaches to secondary education.
- B. Requires ability to work independently on broader assignments with the responsibility for the planning of work. Makes decisions within accepted standards.
- C. Ability to work cooperatively with college personnel.
- D. Excellent written and oral communications skills.
- E. Demonstrated proficiency in oral and written communication.
- F. Demonstrated commitment to community involvement.
- G. Instructional supervision experience in a public education setting.
- H. Knowledge of the Florida education system preferred.
- I. Knowledge of secondary school supervision, curriculum and administration. Ability to supervise and train personnel. Knowledge about Tech Prep legislation and related initiatives such as Carl Perkins and School-to-Work legislation preferred. Knowledge about the school-based and work-based components of the Tech Prep Demonstration grant.
- J. Staff development, coaching and feedback skills.
- K. Knowledge of available community services for students.
- L. Demonstrated ability to work with the business community and to develop instructional programs in cooperation with business partners.

VI. Preferred Experience:

Three years of secondary teaching experience, and three years administrative experience, high school preferred.

VII. Educational Background:

Graduation from a regionally accredited college or university with a Master's degree in a related area. Certification as a School Principal or Certification in Educational Leadership, Administration or

Administration/Supervision as in accordance with Florida Statute 231.0861 and Rule 6A-4.0083 preferred.

VIII. Working Conditions:

Normal office working conditions.

IX. Physical/Ability Requirements:

In the performance of the ESSENTIAL elements of this Job, the following are required. CHECK ALL THAT APPLY:

Sensory/Mental requirements		
<input checked="" type="checkbox"/> Sight	<input type="checkbox"/> Smell	<input checked="" type="checkbox"/> Good Long-term Memory
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/> Taste	<input checked="" type="checkbox"/> Good Short-term Memory
<input type="checkbox"/> Touch		<input checked="" type="checkbox"/> Ability to concentrate for long periods of Time

Ability Requirements:

- Speak/Understand English Basic Level Professional Level Public Speaking Skills
 Reading English 6 Grade Level 12 Grade Level College Level
 Writing English Basic Level Intermediate Level College Level

Speak a Second language (indicate language) _____

Operate standard office equipment (please specify equipment)

 Must be able to efficiently operate personal computer and word-processing and spreadsheet software.

Operate special equipment (Please specify equipment)

Drive an automobile/light truck/van or a vehicle requiring special skills or licensing (Please specify)

PHYSICAL REQUIREMENTS:

In an eight-hour workday, employee is required to: (**Check** daily requirement for each activity).

Task	Number of Hours Per 8 Hour Work Day							
	1	2	3	4	5	6	7	8
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read CRT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In terms of an 8 hour workday (select the category that applies to each activity):

On the job employees must:	Not at all	Occasionally (1/4 - 2.5 hrs)	Frequently (2.5 - 5.5 hrs)	Continuously (5.5 - 8 hrs)
Bend/Stoop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above Shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee must lift:				
Usual amount <u>20</u> lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum amount <u>20</u> lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee must carry:				
Usual amount <u>20</u> lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum amount <u>20</u> lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee must push/pull				
Usual amount ___ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum amount ___ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job employee is required to use hands for repetitive actions such as:

	Simple Grasping	Firm Grasping	Fine Manipulation
Right	Yes		Yes
Left	Yes		Yes

Does job require:	Yes	No	Explain
Working at heights		X	
Operating machinery		X	
Operating computers or office machines	X		Computer usage is mandatory including data entry, and word-processing.
Precise manual dexterity		X	
Exposure to marked changes in temperature or humidity and the extremes thereof		X	
Exposure to dust, fumes, gases, chemicals		X	

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and received a copy of this description, including all attachments.

Employee Signature

Date