



# ***PINELLAS PREPARATORY ACADEMY***

## ***JOB DESCRIPTION***

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# ***PRINCIPAL***

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### **Major Function**

The Principal performs responsible administrative and supervisory work in the area of instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, and all other daily operations of the school. Works to maintain the integrity of the school as a place for high achieving students which incorporates multiple intelligences and a creative education.

### **Duties and Responsibilities:**

#### Leadership:

- Developing, implementing, and evaluating school philosophy, goals and objectives reflecting district and state goals.
- Developing and maintaining a positive school/community climate and a safe and healthy environment.
- Maintain liaison with outside agencies, including, but not limited to, the Florida Board of Education and the Pinellas County School Board.

#### Instructional:

- Planning, implementing, and evaluating the school instructional program based on student needs and within state guidelines.
- Review teacher lesson plans and instruction to ensure they match with the Sunshine State Standards.

#### Administrative:

- Planning, implementing, supervising, and evaluating all other programs, i.e., PTEG, Athletics, Extra-Curricular, Co-Curricular.
- Determining staffing needs including selection, supervision, staff development and evaluation of all school personnel.
- Recommends to the Board the appointment or dismissal of all employees of the school. Additionally recommends all promotions, demotions and salary changes to the Board.
- Managing finances including the budget and record keeping processes, and inventory control of all school resources.
- Maintaining records and necessary reports for efficient operation of school and compliance with federal, state, and local requirements.
- Planning and managing for efficient utilization and maintenance of the school plant.
- Arrange for the publicity of the school and recruit students and faculty as needed.
- Assure that all terms of the school's charter are being met.
- Maintain the school's website.
- Enforce the Policies and Procedures of the school as set by the Board of Directors.
- Develops and implements rules and regulations in keeping with the Policies and Procedures.

#### Not-For-Profit CEO:

- Arrange for legal and financial assistance whenever necessary.
- Recommend changes in Bylaws and Policies and Procedures to the Board of Directors.
- Schedule meetings of the Board of Directors, prepare agendas for such meetings and provide public notice as required by law.
- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Arrange for all required government documents to be timely filed to maintain the status of the school as a tax-exempt organization, to maintain up-to-date tax returns, and to maintain any other documents required by the Pinellas County School Board, the State of Florida, and the Federal Government.
- Direct fund-raising activities, including grant applications and maintain liaison with parent-teacher fund-raising efforts.
- Ensure that the Board of Directors is informed of the operations of the school and any problems which arise.

### **Minimum Qualifications:**

Master's degree. Florida certification as either School Principal or Educational Leadership. Five (5) years related professional experience.

### **Salary and Benefits:**

Salary is set by the Board of Directors during the annual budgeting process. The Principal is allowed twenty Personal Time Off days per year. . Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, with the possibility of working less or more flexible hours during the summer.