



# BREVARD PUBLIC SCHOOLS

## JOB DESCRIPTION

### **PNPP Candidate – Elementary, Middle School, Junior/Senior High and Senior High**

#### **QUALIFICATIONS**

1. Master's Degree from an accredited educational institution.
2. Certified in Education Leadership, Administration and Supervision, or Administration by the State of Florida.
3. Minimum of three years successful teaching experience required.
4. Currently serving as an Assistant Principal in Brevard County, previous assignment as a school administrator, or currently serving in an educational leadership role required.
5. Valid Florida Driver License.

#### **Job Goal**

To successfully complete the Preparing New Principals Program (PNPP), resulting in recommendation for Level II certification.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

Ability to prepare and manage the school's budget; read, interpret, and enforce State Board Rules and School Board policy; ability to enforce collective bargaining agreements; ability to use effective public relations skills; ability to analyze data; ability to use effective interview techniques, coaching procedures, and evaluation procedures; ability to effectively use public speaking skills; ability to effectively use problem solving skills; knowledge of current educational trends and research; knowledge of Human Growth and Development; knowledge of group dynamics. Demonstrate written and oral communication skills; skills in personnel management, interaction, and supervision techniques.

#### **PERFORMANCE RESPONSIBILITIES**

##### **ESSENTIAL FUNCTIONS**

1. Manage the curriculum and instructional program in the school to include program development and supervision and coordination responsibilities.
2. Effectively and clearly express information orally and by written means in both formal and informal situations.
3. Manage all of the personnel functions of the school including the supervision and evaluation of personnel and the staff development.
4. Plan, schedule, and supervise the work of others, while instilling the importance of taking personal pride in the successful accomplishment of tasks.
5. Adapt to stressful situations.
6. Manage the operations and functions of the school including all business, finance, and facility responsibilities.
7. Follow federal and state laws as well as School Board policies.
8. Perform other duties as assigned commensurate with the skills and abilities of the position.
9. Provide outstanding customer service and use positive interpersonal communication skills.
10. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
11. Ensure compliance with Board rules and applicable federal laws and regulations.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

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 constantly to move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**EVALUATION**

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

**Terms of Employment**

**COMPENSATION & POSITION DETAILS**

SALARY SCHEDULE: <u>Non-bargaining</u>	DATE DEVELOPED: _____
PAY GRADE: <u>26, 27, 29</u>	DATES REVISED: <u>10/30/2012; 2/6/2013; 8/2/2016</u>
PAY CODE: <u>Candidate Current</u>	DATES BOARD APPROVED: _____
PAY TYPE: <u>Candidate Current</u>	EEO-5: <u>School Administration</u>
MONTHS: <u>10 or 12</u>	FUNCTION: _____
FLSA STATUS: <u>Exempt</u>	Classification: _____

*Note this is a mentorship role; no additional salaries are assigned*

**Draft Developed By:** Deputy Superintendent / Chief Human Resources Officer

**FOR HR USE ONLY:**

**Labor Relations Services:** Jim Hickey

**Compensation Services:** Rick Morton

**Classification Approved By:** Carol Kindt