

**TITLE:** Assistant Principal

**QUALIFICATIONS:**

1. Master's degree or higher.
2. Valid Florida certification covering Educational Leadership or Administration/Supervision.
3. A minimum of three years successful teaching experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:**

1. To assist the principal in ensuring continuous improvement in measurable student performance and achievement, customer satisfaction, performance management and compliance;
2. To assist the principal in the overall administration and operation of the school;
3. To assume full responsibility of the school when the Principal is absent from the building.

**ESSENTIAL FUNCTIONS:**

- \* 1. Assists in providing leadership that will ensure continuous improvement in measurable student performance and achievement, customer satisfaction, performance management and compliance.
- \* 2. Implements School Board policy, State statutes, and Federal regulations in the areas of Human Resources, Business/Property and Educational Services as they pertain to the assigned school.
- \* 3. Develops a master schedule and assists in the assigning of teachers according to student needs and certification.
- \* 4. Implements District guidelines for proper student conduct and disciplinary procedures and policies, based on the Student Code of Conduct, that assure a safe and orderly environment.
- \* 5. Participates in countywide management meetings and other activities appropriate for continual professional development.
6. Assists in providing educational leadership in developing, implementing and evaluating the School Improvement Plan.
7. Assists in providing leadership in identifying and assessing strategies designed to accomplish School Board goals and Superintendent's initiatives.
8. Facilitates positive communications among students, parents, teachers and support staff in daily interactions.
9. Provides supervision while maintaining visibility about the campus and classroom.
10. Utilizes data and current educational best practices in the planning and preparation of the school instructional program.
11. Observes and evaluates teacher performance as it relates to student learning and provides coaching, feedback and such assistance as needed.

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12. Establishes, supervises, and evaluates the performance of support staff as assigned by the principal.
13. Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
14. Assists in identifying and providing training opportunities for all school personnel.
15. Demonstrates interpersonal skills and the skill to work with diverse groups of people.
16. Assists in establishing a school-based crisis plan and in providing leadership in the event of such happening.
17. Develops positive school and community relations which includes effective oral and written communications to all stakeholder groups.
18. Assists in recruiting, interviewing and recommending qualified personnel for employment that reflect racial and ethnic diversity.
19. Orients new personnel to the school site.
20. Implements and administers negotiated employee contracts at the school site.
21. Assists in conducting staff meetings that involve the discussion of instructional programs that focus on student achievement, policy changes, system issues, and problem identification and resolution.
22. Assists in establishing and managing student accounting and attendance procedures at the assigned school.
23. Participates in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
24. Participates in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in security textbooks, supplies, materials, equipment and services.
25. Assists in coordinating maintenance functions, providing for plant safety and facility inspections.
26. Assists by monitoring property inventory records and assures the security of school property.
27. Assists by coordinating the school food service program at the assigned school, including the free and reduced food service program requirements.
28. Assists in managing and supervising school sponsored events, coordinating the supervision of events, and maintaining a calendar of all school events.
29. Communicates through the proper channels to keep appropriate personnel informed of impending programs or events of unusual nature.
30. Assumes full responsibility of the school when the Principal is absent from the building.

\*Core Measures

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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**PHYSICAL REQUIREMENTS:**

Position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Approved: 08-14-79

Revised: 05-25-99