

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL 11 MONTH

QUALIFICATIONS:

- (1) Master's Degree or higher.
- (2) Certification in educational leadership, administration, or Administration/Supervision by the State of Florida.
- (3) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret, implement, and enforce State Board Rules, Code of Ethics and Principles of Professional Conduct, School Board Policy, and appropriate state and federal statutes. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills. Ability to provide instructional leadership based on current educational trends, research, and technology. Knowledge of group and cultural dynamics. Demonstrated effective written and oral communication skills. Skills in personnel management, interaction, supervision techniques, coaching, and conflict resolution. Ability to understand the unique needs, problems and characteristics of school students. Ability to coach, supervise and evaluate personnel in accordance with collective bargaining agreements. Knowledge of Florida educational reform, accountability and effective school concepts.

REPORTS TO:

School Principal

JOB GOAL

To assist the Principal in providing vision and leadership to develop, administer and monitor the educational programs and needs of students in a safe school environment.

SUPERVISES:

Instructional, support, and service personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide assistance and feedback to school personnel.
- * (2) Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal.
- * (3) Develop the master teaching schedule and assign teachers according to identified needs.
- * (4) Utilize current educational best practices and research in the planning and preparation of the school instructional program.
- * (5) Interpret and enforce School Board policy, state statutes and federal regulations.
- * (6) Assist the principal with implementation of the accreditation program for the assigned school.

ASSISTANT PRINCIPAL (Continued)

- * (7) Coordinate in the selection of textbooks, material and equipment needed at the assigned school as directed by the principal.
- * (8) Manage and administer the testing program for the school.
- * (9) Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Peer Assistance Program and other developmental activities based on identified needs.
- *(10) Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions. Use effective oral and written communication.
- *(11) Provide leadership and assist with the establishment of procedures to be used in the event of school crisis and/or civil disobedience.
- *(12) Provide leadership in the school improvement process.
- *(13) Administer and develop teacher duty rosters for the school.
- *(14) Provide supervision while maintaining visibility about the campus and classroom.
- *(15) Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school.
- *(16) Interpret and enforce the District's Code for Student Conduct.
- *(17) Supervise all facets of the registration process.
- *(18) Coordinate the production of pre-planning materials.
- *(19) Supervise and evaluate instructional and support personnel as assigned by the Principal.
- *(20) Comply with provisions of collective bargaining agreements.
- *(21) Assist with the interviewing and selection of qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- *(22) Develop and maintain positive school/community relations and act as a liaison between school and community. Assist with developing a school environment that is open and customer/student focused.
- *(23) Assist with coordinating the school food service program as it relates to the special needs of the school.
- *(24) Maintain adequate property inventory records, key control and security of school property as directed by the principal.
- *(25) Participate in the development of long-range facility needs at the assigned school.
- *(26) Coordinate plant safety and facility inspection at the school.
- *(27) Assist with the management and administration of the maintenance function for the school in a manner that ensures maximum life and use of facility.
- *(28) Assist with the coordination of the transportation services at the assigned school.
- (29) Participate in the function of financial planning for the school, which may include assisting in the preparation of the school's budget.
- (30) Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- *(31) Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- *(32) Manage and administer the attendance policy and procedures.
- *(33) Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature.
- *(34) Coordinate data processing activities as assigned.
- *(35) Provide leadership for, and supervision of, extracurricular activity programs.
- *(36) Participate in the administration of the school's athletic program.
- *(37) Assist in managing and supervising the student activity programs, including the selection of club sponsors.
- *(38) Approve school-sponsored activities and maintain a calendar of all school events.
- *(39) Assume responsibility of the school when the Principal is absent from the building.
- (40) Assist the principal in providing leadership for the implementation of state, district and school achievement standards, and tests adopted to measure student performance.

ASSISTANT PRINCIPAL (Continued)

- (41) Assist in providing instructional leadership and supervision for the school.
- (42) Support the principal in the implementation of the Florida Code of Ethics and Principles of Professional Conduct.
- (43) Assist in providing instructional leadership and supervision for student achievement in the school.
- (44) Assist and support the principal in establishing and maintaining individual professional development plans for each instructional employee.
- (45) Perform other incidental tasks consistent with the goals and objectives of the position.
- *(46) Ability to work in a constant state of alertness and safe manner.
- *(47) Teaching responsibilities as needed.

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 5**DOE Job Codes**

M/J 73009 Lane AP EM Salary Index 0.8973 of the Administrative Salary Schedule

Revised Board Approval 6/27/2017