

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL, ADULT/VOCATIONAL/ALTERNATIVE SCHOOLS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, or Professional School Principal, or Administration and Supervision.
- (3) Minimum of three (3) years classroom teaching experience and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in state and county. Knowledge of curriculum and instructional programs and practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Assigned Instructional, Support, and Service Personnel at the assigned school.

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Assist in developing, implementing, and evaluating instructional programs and practices.
- * (2) Develop or assist in developing the master schedule.
- * (3) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- * (4) Assist in supervising and evaluating guidance and counseling services at the assigned school.
- * (5) Oversee the administration of testing programs.

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- * (6) Assist the principal in developing and implementing policies and procedures to ensure a safe and orderly environment.

Proactive Orientation

- * (7) Assist Principal with interviews and selection of personnel.
- * (8) Assist students in accessing available support services.
- * (9) Demonstrate initiative and a proactive orientation to recognizing and resolving needs and/or problems.
- * (10) Provide proactive leadership for the programs and priorities of the school and District.

Critical Thinking

- * (11) Use current research, performance data, and feedback from teachers, students, and other stakeholders to make decisions related to improvement of instruction and student performance.
- * (12) Assist in the development and implementation of the School's Continuous Improvement Plan.
- * (13) Assist the Principal in ensuring that the instructional program meets the needs of local community, business, and industry.
- * (14) Conduct needs assessment to determine an appropriate program for professional growth.

Managerial

- * (15) Assist in ensuring compliance with policies and procedures of various accrediting agencies, licensing boards, and governmental agencies.
- * (16) Monitor substitute teacher selection and assignments.
- * (17) Assist Principal in developing personnel assignments and duty rosters.
- * (18) Supervise facilities and grounds.
- * (19) Submit and follow up on work orders.
- * (20) Organize safety drills and submit reports.
- * (21) Assist in coordinating facility and maintenance functions.
- * (22) Coordinate and supervise transportation services at the assigned school.
- * (23) Assist in managing student accounting as it relates to FEFP records and reports.
- * (24) Assist in maintaining equipment, ensuring security of school property, and maintaining property inventory records.,
- * (25) Assist in managing the instructional materials budget and acquisition.
- * (26) Prepare or supervise the preparation of all required reports and maintain all appropriate records.

Continuous Improvement

- * (27) Provide training opportunities and feedback to personnel at the

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assigned school.

- * (28) Seek to improve skills and knowledge through professional development activities.
- * (29) Maintain and model high standards of professional conduct.
- * (30) Set high standards and expectations for self, others, and organizations.

Facilitation

- * (31) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (32) Facilitate problem-solving by individuals and groups.
- * (33) Counsel with parents and staff to resolve problems or concerns.
- * (34) Assist parents in contacting school and agency support services.
- * (35) Maintain non-judgmental inquiry while probing for more complete information in cases of student discipline or other issues.

Communication

- * (36) Maintain visibility and accessibility on the school campus.
- * (37) Attend school-related activities and events.
- * (38) Use persuasive skills to get support and buy-in from teachers
- * (39) Use effective strategies to communicate with a variety of audiences.
- * (40) Communicate effectively orally and in writing.

Constancy of Purpose

- * (41) Coordinate and collaborate with District personnel in developing programs.
- * (42) Articulate programs with other agencies.
- * (43) Assist with the induction of beginning teachers and monitor progress.
- * (44) Cooperate and coordinate with other administrators in the school.
- * (45) Demonstrate commitment to the vision, mission, goals, and priorities of the District
- * (46) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (47) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (48) Assist in establishing procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such incidents.
- * (49) Decide how to meet students' needs as they arise.
- * (50) Deal with emergency situations such as facilities problems, student disciplinary incidents and safety.
- * (51) Deal effectively and appropriately with abuse situations.

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- * (52) Investigate student accidents and other incidents and take appropriate action.

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.

Extended hours beyond the regular school day may be frequently required.

EVALUATION:

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

Job Description Supplement No.10

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04