

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

#### 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) 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

#### PERFORMANCE RESPONSIBILITIES:

##### Technical/Professional Knowledge

- \* (1) Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
- \* (2) Coordinate the selection and acquisition of instructional materials and equipment.
- \* (3) Coordinate all testing programs at the school.
- \* (4) Assist the Principal in supervising and evaluating school-based personnel.
- \* (5) Implement negotiated employee contracts.
- \* (6) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \* (7) Assist in overseeing food services at the school, including free and reduced lunch eligibility.

## **ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

- \* (8) Facilitate the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment.
- \* (9) Support and assist in implementing the school's Student Services plan and program.
- \* (10) Assist in the coordination and supervision of before and/or after school programs or activities.

### **Proactive Orientation**

- \* (11) Assist in selection and employment of school personnel.
- \* (12) Assist with the development and implementation of an effective staff development program.
- \* (13) Assist in developing and implementing family and community involvement programs and initiatives,
- \* (14) Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
- \* (15) Provide proactive leadership for the programs of the school and District.

### **Critical Thinking**

- \* (16) Assist in coordinating and implementing the School's Continuous Improvement Plan.
- \* (17) Analyze curriculum to determine needed changes.
- \* (18) Synthesize current research on curriculum and instructional practices.
- \* (19) Analyze student performance data as a basis for curriculum improvement and staff development needs.

### **Managerial**

- \* (20) Assist the Principal in developing task assignments and work groups and monitoring progress.
- \* (21) Assist in the selection and supervision of substitute personnel.
- \* (22) Assist the Principal in all aspects of school operations.
- \* (23) Assist in developing and monitoring the school budget.
- \* (24) Assist in managing student accounting and attendance procedures.
- \* (25) Assist in monitoring school maintenance and facilities needs and services.
- \* (26) Assist in monitoring custodial services to ensure a clean, healthy, an safe learning environment.
- \* (27) Assist in supervising transportation services at the assigned school.
- \* (28) Prepare or oversee the preparation of required reports and maintain all appropriate records.
- \* (29) Assist in implementing and monitoring Exceptional Student Education programs and services.

## **ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

### **Continuous Improvement**

- \* (30) Model and maintain high standards of professional conduct.
- \* (31) Provide professional growth and development opportunities and feedback to personnel at assigned school.
- \* (32) Participate in meetings and other activities to enhance professional development.
- \* (33) Set high standards and expectations for self, others, and school.

### **Facilitation**

- \* (34) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (35) Facilitate problem-solving by individuals and groups.
- \* (36) Counsel with parents and staff to resolve problems and concerns.
- \* (37) Assist parents in contacting and accessing school and agency support services.

### **Communication**

- \* (38) Maintain visibility and accessibility on the school campus and at school-related activities and events.
- \* (39) Use effective communication techniques with students, teachers, parents, and other stakeholders.
- \* (40) Assist in preparing and disseminating school newsletters, memos, and letters.
- \* (41) Make presentations to faculty, students, and parents as requested by the Principal.

### **Constancy of Purpose**

- \* (42) Collaborate with school and District personnel in planning and implementing District initiatives.
- \* (43) Assist in supervising the induction of beginning teachers and monitoring their progress.
- \* (44) Demonstrate commitment to and support for the vision and mission of the District and school.
- \* (45) Assist in developing and implementing positive public relations for the school.
- \* (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 the Principal in the development and implementation of procedures for dealing with school crises.
- \* (49) Decide how to meet students' needs as they arise.
- \* (50) Deal with emergency situations quickly and effectively.
- \* (51) Deal effectively and appropriately with abuse situations.

**ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)**

\* (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