

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL, MIDDLE 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 the development, implementation and assessment of the instructional program for all students.
- * (2) Assist in the development of the master schedule for student/teacher assignment.
- * (3) Assist in coordinating the school's accreditation programs.
- * (4) Assist the Principal in appraisal of teachers' and other staff members' performance level.
- * (5) Be aware of and supportive of employee negotiated contracts.
- * (6) Assist in evaluating guidance services and practices.
- * (7) Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- * (8) Oversee the administration of the testing programs at the school.
- * (9) Assist in developing and implementing a school-wide attendance plan.

Proactive Orientation

- * (10) Assist the Principal in the selection of school personnel as requested.
- * (11) Promote safety procedures and practices.
- * (12) Supervise bus loading and unloading.
- * (13) Assist in the supervision of all extracurricular activities.
- * (13) Assist in the supervision of all extracurricular activities.
- * (14) Be proactive in recognizing and solving school concerns and problems.
- * (15) Anticipate problems as plans are developed.

Critical Thinking

- * (16) Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification.
- * (17) Assist in the development, implementation, and evaluation of the School's Continuous Improvement Plan.
- * (18) Utilize data effectively in decision-making.
- * (19) Assist in assessing staff development needs of school personnel.

Managerial

- * (20) Assist in providing supervision and oversight for substitute teachers.
- * (21) Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials.
- * (22) Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials.
- * (23) Coordinate facility maintenance, safety records and FISH Reports.
- * (24) Monitor school budget as directed by the Principal.
- * (25) Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- * (26) Delegate responsibilities to appropriate staff members.

Continuous Improvement

- * (27) Provide training opportunities and feedback to school personnel as assigned by the Principal.
- * (28) Promote staff development activities with focus on the needs of the staff.
- * (29) Be actively involved in programs for professional growth and development.
- * (30) Attend District conferences, in-services and workshops to keep current in educational practices.
- * (31) Maintain and model high standards of professional conduct.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- * (32) Set high standards and goals for self and others.

Facilitation

- * (33) Use effective interpersonal skills to guide individuals and groups to task completion.
- * (34) Adjust strategies to accommodate unexpected situations.
- * (35) Confer with students, parents, and teachers to resolve problems which inhibit learning.
- * (36) Assist parents in contacting school and agency support services.

Communication

- * (37) Communicate effectively with all stakeholders.
- * (38) Maintain high visibility and accessibility on the school campus.
- * (39) Communicate effectively orally and in writing with a variety of individuals and groups.
- * (40) Support and attend school and community functions.

Constancy of Purpose

- * (41) Assist in the induction program for beginning teachers.
- * (42) Assist in the development of positive school/community relations.
- * (43) Cooperate and coordinate with all administrators in the school.
- * (44) Utilize county staff for problem resolution when appropriate.
- * (45) Provide leadership and support for school and District goals and priorities.
- * (46) Assist Principal in establishing and implementing procedures to be used in event of school crises and provide leadership in event of such incidents.
- * (47) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (48) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (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.
- * (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.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

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	<u>10/5/04</u>