

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL, HIGH SCHOOL (INTERNATIONAL BACCALAUREATE PROGRAM)

QUALIFICATIONS:

- (1) Minimum of a Master's Degree from an accredited 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, Administrative, and Service Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Develop, implement, and evaluate the International Baccalaureate Program's curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals.
- * (2) Develop a school curriculum guide to be utilized by students as they register for classes.
- * (3) Develop a process for registration and monitor its implementation.
- * (4) Coordinate or assist in coordinating the school's accreditation program.
- * (5) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

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- * (6) Coordinate the International Baccalaureate testing program.
- * (7) Administer drop-out prevention program.

Proactive Orientation

- * (8) Assist Principal with interviews and selection of personnel.
- * (9) Provide teachers and students with a safe and secure teaching / learning environment.
- * (10) Supervise extracurricular activities.
- * (11) Work with staff to establish a plan for personal and professional growth.
- * (12) Seek and support School Business Partners.
- * (13) Exercise proactive leadership in promoting the vision and mission of the District.
- * (14) Provide curriculum and instructional leadership for the school.
- * (15) Demonstrate initiative and a proactive orientation to recognizing and resolving issues and concerns.

Critical Thinking

- * (16) Evaluate course offerings to determine if student needs are considered and met.
- * (17) Conduct needs assessment to determine an appropriate program for professional growth of staff.
- * (18) Assist in the development and implementation of the School's Continuous Improvement Plan.
- * (19) Coordinate the school technology plan.

Managerial

- * (20) Monitor curriculum and instructional implementation to determine that District and state guidelines are met.
- * (21) Monitor Exceptional Student Education (ESE) programs and ascertain that all state and federal guidelines and statutes are followed.
- * (22) Monitor substitute teacher selection and assignments.
- * (23) Assist Principal in developing personnel assignments and duty rosters.
- * (24) Organize safety drills and submit reports.
- * (25) Supervise facilities and grounds operation.
- * (26) Submit and follow up on work orders.
- * (27) Prepare and verify F.T.E. reports.
- * (28) Prepare and manage the school textbook and instructional resource budget.
- * (29) Monitor effectiveness of guidance functions and practices.
- * (30) Develop schedules for facility utilization by community.
- * (31) Monitor budget for assigned programs.
- * (32) Monitor student attendance.

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- * (33) Coordinate student admissions and withdrawal procedures.
- * (34) Coordinate schedules for extracurricular activities.
- * (35) Monitor participation in in-service programs.

Continuous Improvement

- * (36) Develop and monitor an in-service program which meets the needs for professional growth.
- * (37) Seek to improve skills and knowledge through in-service and other professional development activities.
- * (38) Set high standards of performance for self, others, and school.
- * (39) Keep abreast of trends and developments in curriculum, learning theory, research, and best practices.

Facilitation

- * (40) Coordinate the International Baccalaureate Program with feeder schools and the school's administration, staff, parents, and the District office.
- * (41) Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
- * (42) Confer with students, parents and teachers to resolve problems which inhibit learning.
- * (43) Uses appropriate interpersonal styles and methods to guide individuals and groups toward tasks accomplishment.

Communication

- * (44) Be visible in areas of the building with high potential for disruptions.
- * (45) Support and attend community functions.
- * (46) Assist in preparing and disseminating newsletters, memos, and letters.
- * (47) Use effective strategies to communicate with a variety of audiences.
- * (48) Make presentations to faculty, students, ad parents as requested by the Principal.

Constancy of Purpose

- * (49) Select and assign lead teachers for the induction of beginning teachers and monitor progress.
- * (50) Seek advice on topics and/or functions which reach beyond acquired level of expertise.
- * (51) Coordinate programs for pre-interns and interns from the university,.
- * (52) Participate in SAC and parent organization meetings.
- * (53) Promote an effective public relations program through newsletters, parent / teacher conferences and meetings.
- * (54) Cooperate and coordinate with all administrators with in the school.
- * (55) Serve as a district representative at emergency shelters as

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determined by the Superintendent.

- * (56) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (57) Assist Principal in establishing procedures to be used in event of school crisis and provide leadership in event of such incidents.
- * (58) Decide how to meet students' needs as they arise.
- * (59) Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
- * (60) Deal effectively and appropriately with abuse situations.
- * (61) 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