

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### SECONDARY ASSISTANT PRINCIPAL, COMMUNITY SCHOOL

#### QUALIFICATIONS:

- (1) 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:

Instructional, Support, Administrative, and Service Personnel as assigned by the Principal.

#### PERFORMANCE RESPONSIBILITIES:

##### Technical/Professional Knowledge

- \* (1) Plan, direct and organize the Adult and Community Education Programs within the assigned community.
- \* (2) Develop a process for registration and scheduling adult education students, and monitor its implementation.
- \* (3) Assist with coordinating the school's accreditation programs.
- \* (4) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (5) Oversee the administration of testing programs.
- \* (6) Assist with administering drop-out prevention program.

## **SECONDARY ASSISTANT PRINCIPAL, COMMUNITY SCHOOL (Continued)**

### **Proactive Orientation**

- \* (7) Assist Principal with interviews and selection of personnel.
- \* (8) Provide teachers and students with a safe and secure teaching/learning environment.
- \* (9) Work with staff to establish a plan for personal and professional growth.
- \* (10) Seek and support School Business Partners.
- \* (11) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (12) Provide leadership for the Adult and Community Education Program in the school and District.
- \* (13) Demonstrate initiative and a proactive orientation to recognizing and resolving needs and/or problems.

### **Critical Thinking**

- \* (14) Evaluate course offerings to determine if student needs are considered and met.
- \* (15) Conduct needs assessment to determine an appropriate program for professional growth.
- \* (16) Assist in the development and implementation of the School's Continuous Improvement Plan.
- \* (17) Assist in coordinating the school technology plan.

### **Managerial**

- \* (18) Monitor curriculum and instructional implementation to determine that District and state guidelines are met.
- \* (19) Monitor Exceptional Student Education (ESE) programs and ascertain that all state and federal guidelines and statutes are followed.
- \* (20) Monitor substitute teacher selection and assignments.
- \* (21) Organize safety drills and submit reports.
- \* (22) Supervise facilities and grounds operation.
- \* (23) Submit and follow up on work orders.
- \* (24) Prepare and verify F.E.F.P. records and reports.
- \* (25) Prepare and manage the instructional materials budget.
- \* (26) Prepare or supervise the preparation of all required reports and maintain all appropriate records.
- \* (27) Develop schedules for facility utilization by community.
- \* (28) Monitor budget for assigned programs.
- \* (29) Monitor student attendance.

### **Continuous Improvement**

- \* (30) Develop and monitor an in-service program which meets the needs for professional growth.
- \* (31) Seek to improve skills and knowledge through in-service and other

## **SECONDARY ASSISTANT PRINCIPAL, COMMUNITY SCHOOL (Continued)**

professional development activities.

- \* (32) Maintain and model high standards of professional conduct.
- \* (33) Participate in school improvement and other school meetings.
- \* (34) Set high standards of performance for self, others, and school.

### **Facilitation**

- \* (35) Monitor effectiveness of guidance functions and practices, and coordinate guidance services between adult education and day school programs.
- \* (36) Work with assigned personnel to ensure that the Code of Student Conduct is consistently and fairly administered.
- \* (37) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (38) Confer with students, parents, and teachers to resolve issues and concerns.
- \* (39) Assist students in accessing school and agency support services.

### **Communication**

- \* (40) Be visible in areas of the building with high potential for disruptions.
- \* (41) Support and attend community functions.
- \* (42) Assist in preparing and disseminating newsletters, memos, and letters.
- \* (43) Use effective strategies to communicate with a variety of audiences.
- \* (44) Make presentations to faculty, students, and parents as requested by the Principal.

### **Constancy of Purpose**

- \* (45) Assist with the induction of beginning teachers and monitor progress.
- \* (46) Assist Principal in developing personnel assignments and duty rosters
- \* (47) Supervise extracurricular activities.
- \* (48) Seek advice on topics and/or functions which reach beyond acquired level of expertise.
- \* (49) Establish and maintain liaison with the community and media.
- \* (50) Promote an effective public relations program to promote programs and activities designed to enhance community involvement and commitment.
- \* (51) Cooperate and coordinate with all administrators within the school.
- \* (52) Utilize county staff for problem resolution.
- \* (53) Exhibit confidence and commitment to the vision and mission of the school and District.
- \* (54) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (55) Perform other incidental tasks consistent with the goals and objectives of this position.

**SECONDARY ASSISTANT PRINCIPAL, COMMUNITY SCHOOL  
(Continued)**

**Decisiveness**

- \* (56) Recommend the appointment of personnel for adult and community education programs.
- \* (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** \_\_\_\_\_