

# SCHOOL DISTRICT OF WAKULLA COUNTY

## ASSISTANT PRINCIPAL, HIGH SCHOOL

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree in Educational Leadership, Administration and Supervision or a related field from an accredited educational institution.
- (2) Three (3) years teaching experience.
- (3) Secondary teaching experience preferred.
- (4) Valid Florida certification in Administration and Supervision or Educational Leadership.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current educational trends, research and best practices related to assignment. Knowledge of human growth and development. Knowledge of group dynamics. Knowledge of personnel management, interaction, conflict resolution, and supervisory techniques. Ability to prepare and manage the school budget. Ability to enforce collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, coaching procedures and evaluation procedures. Ability to use public speaking skills effectively and make presentations to a variety of audiences. Ability to use problem-solving skills. Knowledge of the organization and operation of a school district. Knowledge of practices related to the assignment. Knowledge of the hardware and software applications used throughout the district. Ability to use current technology. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

#### REPORTS TO:

Principal

#### JOB GOAL

To assist the principal with administrative and instructional functions and the development and implementation of the school improvement plan to meet the needs of students and to carry out the mission and goals of the school and the district.

#### SUPERVISES:

Instructional and Support Personnel

## ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

### PERFORMANCE RESPONSIBILITIES:

#### Instructional Program Leadership/Development

- \* (1) Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
- \* (2) Provide recommendations to the principal regarding curriculum improvement.
- \* (3) Assist classroom teachers with the effective use of technology.
- \* (4) Supervise equipment selection, acquisition and inventory.
- \* (5) Assist the principal in the administration of the summer school program and before and after school programs.
- \* (6) Assist with the coordination of student field trips.
- \* (7) Assist in the administration of the testing programs.
- \* (8) Use technology to review student assessment data.
- \* (9) Assist in the coordination of the accreditation program.
- \* (10) Assist in developing and implementing the technology program.
- \* (11) Provide leadership and collaboration with the School Improvement Team on the development, implementation, and evaluation of the School Improvement Plan.
- \* (12) Assist in administering the Exceptional Student Education program.
- \* (13) Supervise the selection, purchase and utilization of textbooks, materials, supplies and equipment.
- \* (14) Monitor the implementation of graduation requirements.
- \* (15) Assist with the planning and coordination of graduation activities.

#### Personnel Action Services

- \* (16) Contact and assign substitute teachers.
- \* (17) Assist with college/university intern assignment and placement.
- \* (18) Assist with the supervision of personnel including orientation of new employees.
- \* (19) Assist in developing personnel assignments and duty rosters.
- \* (20) Assist with the interview and selection of personnel to be recommended for employment.
- \* (21) Assist in implementing and administering the negotiated employee contracts.
- \* (22) Assist in the coordination of the school inservice program.
- \* (23) Assist in the development of individual professional development plans.
- \* (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations to the principal for appropriate employment action.
- \* (25) Provide training programs, assistance and feedback to personnel.

#### School Operations/Delivery Systems

- \* (26) Prepare the master schedule.
- \* (27) Assist in coordinating and managing transportation services at the assigned school.
- \* (28) Assist in the effective operation of the school food service program.
- \* (29) Order and inventory instructional materials.
- \* (30) Assist the principal with the daily operation of the school.
- \* (31) Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.

## ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

- \*(32) Monitor ESOL documentation, updates and verification on all student files.
- \*(33) Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
- \*(34) Assist in developing and monitoring the school budget.
- \*(35) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- \*(36) Assist with the development of positive school/community relations and effective communication.
- \*(37) Act as a liaison between the school and community.
- \*(38) Use technology for administrative tasks.

### Student Support Services

- \*(39) Assist with student attendance and discipline.
- \*(40) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
- \*(41) Maintain visibility and accessibility on the school campus.
- \*(42) Manage and supervise student activity and athletic programs including the selection of sponsors and coaches.
- \*(43) Assist in coordinating schedules for extracurricular activities and provide supervision for activities.
- \*(44) Confer with students, parents and teachers to resolve problems and facilitate learning.
- \*(45) Assist in interpreting and implementing the *Student Progression Plan* and the *Code of Student Conduct*.
- \*(46) Establish and maintain a positive collaborative relationship with students' families to increase student achievement.

### Personal/Professional Employee Qualities

- \*(47) Assist teachers to improve classroom management strategies.
- \*(48) Assist teachers to improve instructional delivery.
- \*(49) Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
- \*(50) Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
- \*(51) Model effective listening and positive interaction skills.
- \*(52) Model and maintain high standards of professional conduct.
- \*(53) Set high goals and standards for self, others and the organization.
- \*(54) Adhere to the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*.
- \*(55) Keep abreast of trends and changes in educational programs and procedures.
- \*(56) Complete all required reports and maintain all appropriate records.
- \*(57) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.
- (58) Perform other incidental tasks consistent with the goals and objectives of this position.

### Leadership

- \*(59) Provide a safe, creative and positive environment for optimum growth of all

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- stakeholders.
- \*(60) Support and implement the district strategic plan, district school calendar and district staffing plan.
  - \*(61) Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
  - \*(62) Ensure that all district policies and procedures are followed.
  - \*(63) Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
  - \*(64) Provide leadership in developing and implementing goals and priorities of the district and school.
  - \*(65) Serve as the administrative head of the school in the absence of the principal.
  - \*(66) Assist in planning and implementing the school public relations program.
  - \*(67) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
  - \*(68) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
  - \*(69) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

**Student Growth and Achievement**

- \*(70) Ensure that student growth and achievement are continuous and appropriate schoolwide.

\*Essential Performance Responsibilities

**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.

May be required to restrain a physically active individual as a temporary safety measure.

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**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.

**EVALUATION:**

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