

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT PRINCIPAL OF FACILITIES AND DISCIPLINE

Qualifications:

1. Master's degree or higher.
2. Valid teacher certification with coverage in educational leadership or administration/supervision.
3. Participation in District Leadership Program.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Principal

Job Goals

To assist in providing the leadership and vision necessary to develop and administer programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

Supervises: Administrative Assistant to School Administration, Instructional and Support Personnel, Custodians and School Resource Officers as assigned by the Principal

Performance Responsibilities:

1. Assumes leadership of facilities including the daily supervision of the custodial staff.
2. Coordinates with the Operations Manager to arrange the needs of after-school hours activities and with IT for all technological needs.
3. Assumes the leadership role in the daily supervision of the school facilities to ensure the safety of student and faculty.
4. Coordinates with all District staff for school-related services including maintenance, safety and security, food services and transportation.
5. Assists in establishing guides for proper student conduct and maintaining student discipline.
6. Provides leadership for Deans (TSAs) of discipline to ensure adherence to the approved Code of Conduct.
7. Discusses and resolves escalated discipline issues for individual students at the request of the Dean and serves as the point of contact for the Sheriff's Department, DJJ, DCF and the Apalachee Mental Health Center.
8. Serves as the leader of the Threat Assessment Team.
9. Ensures the implementation of the PBIS program and serves as the point of contact for the PBIS program at the school level.
10. Assists in the observation/evaluation of assigned instructional and non-instructional personnel.
11. Assist in monitoring student attendance and truancy issues.
12. Promote good school-parent relationships when discussing specific student problems with parents or legal guardians.

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13. Organizes and schedules school ceremonies and assemblies as assigned.
14. Assist in the supervision of students in attendance at assemblies and athletic events.
15. Walk about areas of campus to monitor safety and security. Create morning, lunch and afternoon duty schedules to ensure student supervision.
16. Support teachers and substitute teachers in carrying out their duties, including frequent informal observations and walk-throughs of classes.
17. Attend Bullying and/or Harassment Investigator Training and serve as a Bullying/Harassment investigator.
18. Attend all assigned training to support the position; including CPI, ESE, PBIS, Youth Mental Health, "Stop the Bleed, First Aid/Defibrillator, etc.
19. Attend IEP, 504, EP, MTSS meetings and Parent/Teacher conferences as assigned by the principal.
20. Collaborate with District staff to ensure employee training for PBIS, CPI, Youth Mental Health, "Stop of Bleed, and First Aid/Defibrillator.
21. Assume the responsibilities of Principal in his/her absence
22. Attend School Board meetings as requested by the principal.
23. Perform other duties as assigned by the Principal, District Administrative Staff and/or Superintendent.

Physical Requirements:

Light Work: Exerting up to 50 pounds of force occasionally and /or up to 20 pounds of force as frequently as needed to move objects.

Terms of Employment: (12 Month Personnel)

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 School Board's policy on evaluation of personnel.

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I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Print Employee Name

Employee's Signature

Date

Supervisor's Signature

Date