

# ASSISTANT PRINCIPAL, HIGH SCHOOL

## JOB DESCRIPTION

**FLSA Status:**

Exempt

**COMPENSATION:**

Compensation for this position is Administrative Range VI

**QUALIFICATIONS:**

1. Master's degree from an accredited educational institution.
2. Minimum (5) years of teaching experience.
3. Valid Florida certification in Administration and Supervision or Educational Leadership.
4. Successful Completion of aspiring leaders

**REPORTS TO:**

Principal

**JOB GOAL:**

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

**SUPERVISES:**

Instructional and Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

Assist with oversight and responsibility for the school's instructional program, including career education and its results.

Assist with oversight and responsibility for the safety and discipline of school students.

Assist with oversight and responsibility for school administration and operation.

Assist with oversight and responsibility for the school's property and physical plant.

Serve on the leadership team, providing oversight for the school's human resource selection, management, and

Development.

Provide leadership in developing, revising, and implementing the School Improvement Plan.

Perform other related tasks as may be assigned by the Principal.

Focus on evidence-based classroom instruction through walk-throughs and informal observation processes. (Formal observations will be conducted by the current Assistant Principal(s) and the principal).

Facilitate effective professional development.

Secure and provide timely feedback to teachers so that feedback can be used to increase teacher professional practice.

Provide structure for and monitor the school learning environment that improves learning for the school's diverse student population. Establish personal deadlines for yourself and the entire school.

Manage the organization, operations, and facilities to maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.

Use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by practicing two-way communication, seeking to listen and learn from, and building and maintaining relationships with students, faculty, parents, and the community.

Manage a process of regular communications with staff and community, keeping all stakeholders engaged in the school's work.

Maintain high visibility at school and in the community.

Demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research.

Engage in professional development opportunities that improve personal and professional practice and align with the school's needs.

Performs other administrative duties as assigned.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Demonstrated behaviors related to each of the essential performance criteria for the position of a Florida School Leader as follows: Student Learning Results, Student Learning as a Priority, Instructional Plan Implementation, Faculty Development, Learning Environment, Decision Making, Leadership Development, School Management, Communication, and Professional and Ethical Behaviors. Participate in the Marzano Teacher Evaluator Certification.

Participate in specific job-embedded leadership professional learning to enhance individual

skills and prepare as a school-based instructional leader.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds as needed to move objects. May be required to restrain a physically active individual as a temporary safety measure

**Date Last Revised: 5/2/2024**