

Job Description: Assistant Principal Elementary – 11 Months



Position Title:

Assistant Principal Elem - 11 month

FLSA Status:

Exempt

Salary Grade:

School-Based Administrator - Assistant Principal

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to assist the school principal in providing the vision and leadership necessary to develop and administer educational programs that optimize the human and material resources available. These programs will ensure the implementation of learning processes for all students, leading to enhanced student achievement in providing a safe and successful school for students, staff, parents, and the community in support of enhanced student learning.

Essential Functions of this Job

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

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development. Assist with the provision of 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-through 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 self 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 communications, seeking to listen and learn from, and building and maintaining relationships with students, faculty, parents, and community. Manage a process of regular communications to 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.

Education, Experience, and Certification/License Requirements

Master's Degree from an accredited educational institution. Certification in Educational Leadership, Administration, or Administration/Supervision. The Lake Wales Charter Schools professional learning program is completed for Aspiring Leaders. Minimum five (5) years of practical teaching experience. Membership in the Assistant Principal Applicant Pool unless otherwise exempted as described in the screening, selection, and appointment processes related to applying for open positions.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making

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decisions that affect other people, the financial resources, and the image and the Reputation of

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the System. Opportunity to make decisions without supervision. Responsible for work Outcomes and results. Requires work with both internal and external contacts and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and some areas not environmentally controlled. Requires sitting for a portion of the day, and the ability to lift, carry, move, and position. Objects are infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the District.

Local Code:

EEO5:

Approval Date:

Date Last Revised:

04/14/2022