

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Principal Middle

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the overall administration of assigned middle or junior high school. The position is responsible for supervising assigned professional, paraprofessional, administrative and support personnel and assisting with the planning, implementation and evaluation of all programs and operations essential to the operation of a responsive, effective and efficient instructional environment which provides maximum opportunity for student growth and development. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists in overseeing the daily operations and administration of assigned middle or junior high school; assumes responsibilities of the Principal in his or her absence.

Supervises assigned professional, para-professional, administrative and support staff members, including establishing staffing standards, organizing, selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops and implements staff training and development programs and opportunities.

Assists in planning and implementing school-wide programs, policies, goals and objectives; ensures program and policy adherence to organizational standards and legal regulations.

Assists in ensuring that all school and District policies are effectively explained and implemented.

Assists in establishing and maintaining plans and actions to accomplish school goals; establishes school calendars and schedules.

Assists in the development of long-range facility needs at assigned school; assists in coordinating safety and facility/grounds inspections at the school.

Assists with the preparation and management of the school budget; solicits and secures grants for special programs and projects; may direct or assist with the procurement of equipment and supplies.

May assist in coordinating and/or coordinate annual student registration processes.

Assists in reviewing and evaluating the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate; establishes and maintains a system of school-wide textbook accountability.

Assists in coordinating and implementing required standardized testing programs.

Maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students; resolves conflicts as necessary, and provides leadership in the event of a school crisis and/or civil disobedience as directed.

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Provides leadership for and supervision of extracurricular activities as assigned.

Coordinates special programs and events as assigned.

Receives and responds to inquiries, concerns and complaints from teachers, students and parents; works to resolve administrative, instructional and behavioral problems.

Prepares and maintains records and reports required by law, Board policies and administrative directives; ensures staff maintain assigned records and prepare required reports with accuracy and in a timely manner.

Assists in the development and maintenance of a positive school-community relationship, and serves as liaison between the school and community and business partnerships.

Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus.

Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.

Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to supervisor's accountability.

Performs various administrative/office duties as necessary, including preparing reports and correspondence, compiling information and data for reports, copying and filing documents.

Represents the school and District at various professional and community meetings as appropriate.

Coordinates school programs and activities with those of other schools, agencies and organizations as appropriate.

Attends classes, training, conferences, workshops and meetings as appropriate or necessary to maintain job knowledge and skills and/or required certifications.

Plans for, prepares and distributes publicity materials, including newsletters and fliers.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Directs others in major events and reports on activities and results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by professional principles.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical

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characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in educational leadership.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Must be Florida certified as a school principal or hold a current Educational Leadership certification from the State of Florida or a reciprocal agency

Requires a valid state driver’s license

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Three to five years of successful experience as a public school principal or assistant principal, district administrator or commensurate leadership experience is preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

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Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, traffic, violence.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator, Principal

Supervises:

School Personnel

PAY GRADE: From: D136A1 To: D13603

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016