

SCHOOL DISTRICT OF LAFAYETTE COUNTY

ELEMENTARY ASSISTANT PRINCIPAL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Valid Florida Teaching Certificate in Educational Leadership and/or Principal Certification
- (3) Minimum of three (3) years of successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the District. Knowledge and understanding of all positions supervised. Skill in human interaction and conflict resolution. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to make presentations to a variety of audiences. 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 to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional and Support Personnel

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- *(1) Assist in the development, implementation and evaluation of the instructional program including the use of technology.
- *(2) Provide recommendations to the principal regarding curriculum improvement.
- *(3) Supervise equipment selection, acquisition and inventory.
- *(4) Assist the principal in the administration of the summer school program.
- *(5) Assist with the coordination of student field trips.
- *(6) Assist in the coordination of the school's accreditation program.

Assistant Principal, Elementary School

Personnel Action Services

- * (7) Assist with the supervision of personnel including orientation of new employees as assigned.
- * (8) Assist in developing personnel assignments and duty rosters.
- * (9) Assist with the interview and selection of personnel to be recommended for employment as required.
- * (10) Assist in the coordination of the school's in-service program.
- * (11) Assist in the development of individual professional learning plans as required.
- * (12) Provide training programs and feedback to instructional personnel as required.

School Operations/Delivery Systems

- * (13) Assist the principal with the daily operation of the school.
- * (14) Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- * (15) Assist in the supervision of the maintenance and care of the physical plant.
- * (16) Assist in developing and monitoring the school budget as assigned.
- * (17) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- * (18) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as assigned.
- * (19) Assist with the development of positive school/community relations and act as liaison between the school and community as required.

Student Support Services

- * (20) Assist with student attendance and discipline as assigned.
- * (21) Enforce District guidelines for proper student conduct with the implementation of disciplinary procedures and policies that ensure a safe and orderly environment.
- * (22) Maintain visibility and accessibility on the school campus.
- * (23) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
- * (24) Confer with students, parents and teachers to resolve problems and facilitate learning.
- * (25) Assist in interpreting and implementing the Pupil Progression Plan.

Personal/Professional Employee Qualities

- * (26) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- * (27) Communicate effectively, both orally and in writing, with parents, students, teachers, District personnel and the community.
- * (28) Model effective listening and positive interaction skills.
- * (29) Model and maintain high standards of professional conduct.
- * (30) Set high goals and standards for self, others and the organization.
- * (31) Keep abreast of trends and changes in educational programs and procedures.
- * (32) Complete all required reports and maintain all appropriate records.
- * (33) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

- * (34) Provide leadership in developing and implementing goals and priorities of the District and school.
- * (35) Serve in a leadership capacity in the absence of the principal as needed.
- * (36) Assist in planning and implementing the school's public relations program.

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- * (37) Follow procedures used in the event of school crisis and/or civil disobedience and provide leadership in the event of such incidents.
- * (38) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- * (39) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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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.

Elementary school assistant principal will complete the Principal Leadership Academy within the first three years of employment as assistant principal.

EVALUATION:

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