

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ASSISTANT PRINCIPAL, ADULT AND COMMUNITY EDUCATION CENTER

**SALARY SCHEDULE: ASSISTANT PRINCIPAL – HIGH SCHOOL LEVEL**

**COST CENTER: ADULT HIGH SCHOOL (0391)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Certification in Administration and Supervision or Educational Leadership.
- (3) Minimum of three (3) full years school experience.\*
- (4) Experience with fiscal management responsibilities.

\* A year shall be interpreted to mean an entire school year (minimum of 175 days of instruction) as defined in Florida Statutes 228.041(9).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to serve students of varying ages. Possess effective working relationships with the community. Working knowledge of principles of both pedagogy and theories of adult learning. Ability to assist with the preparation and management of the school budget and allocated resources. Ability to read, interpret and enforce State Board of Education rules, Code of Conduct, School Board policies and appropriate state and federal statutes. Ability to assist with the implementation and enforcement of the Collective Bargaining Agreement. Ability to use public speaking skills, group dynamics and problem-solving skills. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

School Principal, Adult and Community Education Center

#### JOB GOAL

To assist the School Principal in providing leadership to ensure an environment conducive to teaching and learning for students of all ages.

**SUPERVISES:**

Instructional, Support and Service Personnel as assigned.

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Meet regularly with teams and individual teachers for planning and problem solving.
- \* (2) Develop, select and utilize needs assessment for school improvement.
- \* (3) Develop and maintain the master schedule.
- \* (4) Evaluate and make recommendations to improve the curriculum.
- \* (5) Involve staff in planning, implementing and designing staff development programs.
- \* (6) Implement an on-going program of staff development to address specific needs of staff.
- \* (7) Participate in staff development at the school.
- \* (8) Review and revise various schedules for supervision of students.
- \* (9) Develop and implement a clear attendance policy for students.
- \* (10) Facilitate the implementation of a comprehensive plan for a safe, orderly school.
- \* (11) Develop and distribute handbooks for faculty, staff and students as required.
- \* (12) Confer with staff, students and parents as needed.
- \* (13) Facilitate various committees and serve as liaison with community agencies.

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- \*(14) Support and implement new concepts as needed by the school.
- \*(15) Assist the School Principal in effective fiscal management of all programs.
- \*(16) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \*(17) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \*(18) Respond to inquiries or concerns in a timely manner.
- \*(19) Keep the School Principal informed of potential problems or unusual events.
- \*(20) Disseminate information and current research to appropriate personnel.
- \*(21) Keep well informed about current trends and best practices in areas of responsibility.
- \*(22) Promote and support professional growth for self and others.
- \*(23) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(24) Maintain a network of peer contacts through professional organizations.
- \*(25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(27) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(28) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(29) Represent, consistently, the District in a positive and professional manner.
- \*(30) Provide leadership and direction for the assigned areas of responsibility.
- \*(31) Provide leadership and guidance in the development of annual goals and objectives as assigned.
- \*(32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(33) Provide oversight and direction for cooperative planning with other agencies as directed.
- \*(34) Set high standards and expectations for self and others.
- \*(35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(37) Facilitate problem solving by individuals or groups.
- (38) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(39) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**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.

**EVALUATION:**

**ASSISTANT PRINCIPAL, ADULT AND COMMUNITY EDUCATION CENTER** (Continued)

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

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities