

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL – ADMINISTRATION (APA) – HIGH SCHOOL

SALARY SCHEDULE: ASSISTANT PRINCIPAL + SUPPLEMENT (Not to exceed maximum wage of High School Assistant Principal pay scale)

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, Professional School Principal or Administration and Supervision.
- (3) Minimum of three (3) years successful classroom teaching experience. High School Administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in state and county. Knowledge of curriculum and instructional programs and practices for appropriate level. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and prioritize. Ability to use data in the decision-making process. Ability to use technology resources effectively.

REPORTS TO:

School Principal

JOB GOAL

To assist the Principal with administrative and operations functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the School Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Provides direct support to the Principal in the area of school facilities.
- * (2) Provides direct support to the Principal for operations related to safety and security.
- * (3) Provides direct support to the Principal in the school level responsibilities of the operation and supervision of the cafeteria.
- * (4) Provides direct support to the Principal in the school level responsibilities of transportation.
- * (5) Provides direct support to the Principal for developing and managing the overall school level discipline and attendance programs including PBS programs.
- * (6) Works directly with the school's athletic director to manage all aspects of the athletic program.
- * (7) Responsible for administrative approval of all field trips.
- * (8) Provides direct support to the Principal in developing personnel assignments and duty rosters for extracurricular and co-curricular activities.
- * (9) Responsible for approving and monitoring all school clubs.
- * (10) Serve as the appeal level for student/parent complaints that are non-curricular.
- * (11) Assists with the supervision and evaluation of all athletic and other personnel as directed by the Principal.

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- * (12) Responsible for maintaining all records related to safety and security including all fire, safety and weather related drills.
- * (13) Ensures that the school's discipline policy is consistently and fairly administered.
- * (14) Develops and implements professional development programs for classified staff and athletic coaches not covered by district level trainings.
- * (15) Responsible for developing and maintaining the school's safety and security plan.
- * (16) Responsible for monitoring and assisting substitute teachers.
- * (17) Distributes instructional materials on campus in coordination with district staff.
- * (18) Assists the Principal with the daily operation of the school.
- * (19) Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements as it relates to operations.
- * (20) Provides direct support to the Principal in the supervision of the maintenance and care of the physical plant.
- * (21) Provides direct support to the Principal in developing and monitoring the school budget as it relates to operations.
- * (22) Provides direct support to the Principal in maintaining property inventories.
- * (23) Provides support to the Principal in identifying facility needs.
- * (24) Assists in implementing and administering negotiated employee contracts.
- * (25) Assists with student supervision.
- * (26) Seeks to improve own skills and knowledge through participation in in-service and other professional development activities.
- * (27) Models and maintains high standards of professional conduct.
- * (28) Demonstrates initiative in identifying needs or potential for improvement and take appropriate action.
- * (29) Maintains visibility and accessibility.
- * (30) Keeps the Principal informed about potential problems, unusual events or possible opportunities for school improvement.
- * (31) Supports goals and priorities of the District and school.
- * (32) Provides leadership in developing and implementing goals and priorities of the District and school.
- * (33) Assists in planning and implementing the school's public relations program.
- * (34) Serves on advisory committees as requested by the Principal.
- * (35) Supports and attends community functions.
- * (36) Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (37) Sets high standards of performance for self, others and the school.
- * (38) Performs 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.

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EVALUATION:

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

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