

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT PRINCIPAL - CURRICULUM (APC) - 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 instructional 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) Manages school operation in the absence of principal.
- * (2) Assists the Principal in maintaining a positive school climate and culture within the school.
- * (3) Provides direct support to the Principal in the development and evaluation of school educational programs, to include technology integration to enhance and improve student achievement.
- * (4) Responsible for the development of the master schedule and related staff assignments.
- * (5) Responsible for implementing and evaluating the school's guidance program.
- * (6) Develops and implements professional development programs for instructional staff to support high levels of student engagement and improved student achievement.
- * (7) Takes administrative lead in aggregating, analyzing, interpreting and communicating assessment data to improve instructional programs.
- * (8) Participates in district level instructional professional development and monitoring application and implementation.
- * (9) Supervises textbook adoption process with district staff.
- * (10) Assists teachers in developing personal professional development plans and activities.
- * (11) Supports the development of formative assessments aligned to state and national standards in key curricular areas to support improved student achievement.

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- *(12) Directly supports the Principal in the development of the school improvement plan.
- *(13) Serves as appeal level for parent/teacher conferences related to curriculum.
- *(14) Coordinates with department chairs, ESE liaison(s) and ESOL liaison(s) the implementation of highly effective instructional programs.
- *(15) Provides direct support to the Principal for quality implementation of credit recovery and PBD program.
- *(16) Works with the school's testing coordinator to implement an effective testing program to include testing schedules, assigning proctors and proctor training.
- *(17) Supports the Principal in the development of a quality CTE program to ensure CTE program completers and students taking and successfully completing industry certification exams.
- *(18) Supports the Principal in the SACS-CASI accreditation process.
- *(19) Assists in implementing and administering negotiated employee contracts.
- *(20) Assists in developing and monitoring the school budget as it relates to curriculum and instruction.
- *(21) Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements as it relates to curriculum and instruction.
- *(22) Assists the Principal in working with community groups and utilizing community resources to enhance curricular programs.
- *(23) Assists the Principal in the administration of the summer school program.
- *(24) Assists with the selection, supervision and evaluation of personnel, including orientation of new employees as assigned.
- *(25) Assists the Principal with the daily operation of the school.
- *(26) Provides coverage for extracurricular activities where assigned.
- *(27) Assists with student supervision.
- *(28) Maintains visibility and accessibility.
- *(29) Seeks to improve own skills and knowledge through participation in in-service and other professional development activities.
- *(30) Promotes and supports professional development for self and others.
- *(31) Keeps the Principal informed about potential problems, unusual events or possible opportunities for school improvement.
- *(32) Models and maintains high standards of professional conduct.
- *(33) Demonstrates initiative in identifying needs or potential for improvement and take appropriate action.
- *(34) Provides leadership in developing and implementing goals and priorities of the District and school.
- *(35) Assists in planning and implementing the school's public relations program.
- *(36) Conducts faculty meetings when requested by the Principal.
- *(37) Serves on advisory committees as requested by the Principal.
- *(38) Supports and attends community functions.
- *(39) Uses appropriate interpersonal styles and methods to guide individuals and groups to accomplish tasks.
- *(40) Sets high standards of performance for self, others and the school.
- *(41) Performs other incidental tasks consistent with the goals and objectives of this position.
- *(42) 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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