



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	School Assistant Principal
CONTRACT YEAR:	Eleven Months*
PAY GRADE:	Approved School-based Administrators Salary Schedule

QUALIFICATIONS:

Education: An earned Master's Degree from an accredited institution.

Certification: Valid Florida Certification in Educational Leadership, Administration, Administration & Supervision, School Principal or Professional School Principal at the appropriate level of the assigned school.

Additional Certification Preferred:

1. Adult School Assistant Principal - administration certification at Adult level preferred.
2. Exceptional Student Education (ESE) school assistant principal - certification in ESE subject area preferred.
3. Community School Assistant Principal - at least one (1) college course in community school administration preferred: completion of this course required during the first year of appointment to this position.
4. Vocational Center School Assistant Principal -
 - a. an advanced vocational certificate preferred
 - b. Vocational Educational Director (Voc Ed Dir (7) certification preferred
 - c. vocational subject area certification preferred.

Experience: Three (3) years of school experience as defined by F.S. 228.041 (9) or district administrative experience.

*When approved annually by the Area Superintendent, the Assistant Principal's calendar may be extended to the maximum school calendar for year round programs (Vocational, Adult, Community School and/or others deemed by the Superintendent).

Additional experience required:

1. ESE Center School Assistant Principal requires two (2) years of experience must be in Exceptional Student Education.
2. Vocational Center School Assistant Principal requires five (5) years vocational educational experience as defined by F.S. 228.041 (9).
3. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development (LEAD) Program, or a comparable program, will be required to meet eligibility to become an Assistant Principal. Beginning in August 2004, completion of LEAD, or comparable program, will be a mandatory requirement for eligibility to become an Assistant Principal.

REPORTS TO: School Principal

SUPERVISES: Instructional and Service Personnel assigned by the principal.

POSITION GOAL: To assist the principal in providing vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources, including time and space, available for a successful and safe school program for students, staff and community.

KNOWLEDGE, SKILLS AND ABILITIES: The Assistant School Principal will effectively perform the performance responsibilities using the following knowledge, skills and responsibilities: Ability to: demonstrate the knowledge and practice of current educational trends, research and technology; understand the unique needs, growth problems and characteristics of school students; read, interpret and implement the State Board Rules, Code of Ethics, School Board Policies and appropriate state and federal statutes; and coach, supervise and evaluate personnel in accordance with collective bargaining agreements. The Assistant School Principal will need to demonstrate effective communication and interaction skills with all stakeholders, have the ability to use group dynamics within the context of cultural diversity and be knowledgeable of Florida educational reform, accountability and effective school concepts. Bilingual

skills preferred. Computer skills as required for the position.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant School Principal shall

LEADERSHIP:

- 1. Assist in establishing and monitoring a school mission and goals that are aligned with the district's mission and goals.***
2. Exercise proactive leadership in promoting the vision and mission of the District's Strategic Plan and **Sterling Quality Initiatives**.
3. Model and maintain high standards of professional conduct.
4. Set high standards and expectations for self, others, and school.
- 5. Maintain an active involvement in the school improvement planning process.***
- 6. Use quality improvement principles and processes in daily administration of school.***
7. Anticipate difficult situations and develop plans to handle them.
8. Assist in the managing and developing the implementation and assessment of the instructional program at the assigned school so as to ensure all students the opportunity to learn.
- 9. Use collaborative leadership style and quality process to involve stakeholders in establishing and achieving the school's mission and goals.***
10. Assist in providing leadership and direction for all aspects of the school's operation.
11. Build teams to accomplish plans, goals and priorities.
12. Assist in conducting staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
13. Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
- 14. Assist in establishing and utilizing the Sterling process to ready the school and community for change.**
- 15. Assist in developing and maintaining a school atmosphere conducive to learning and student achievement.***
16. Maintain visibility and accessibility on the school campus and at school related activities and events.
17. Assist in the establishment of procedures used in the event of school crisis and/or civil disobedience and provide leadership in the event of such incidents.
18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- 19. Assist in providing leadership to involve the school in quality initiatives.***
20. Assist with aligning school initiatives with District, state, and school goals and objectives.
21. Assist with establishing and monitoring procedures for an accreditation program and monitor standards to ensure they are met.
- 22. Communicate school information, goals, student learning and behavior expectations to all customer groups.***
23. Use effective communication techniques with students, teachers, parents and stakeholders.

24. Provide for the articulation of the school's instructional program among school personnel.
25. Communicate, through proper channels, to keep the District administration informed of impending problems or events of an unusual nature.
26. Communicate effectively both orally and in writing with supervisors, parents, students, teachers and the community.
27. Assist in the planning and implementation of initiatives in the Innovation Zone.

INFORMATION & ANALYSIS:

- 28. Assist in collecting and maintaining information appropriate to the continual monitoring of all Sterling Quality goals.***
29. Assist in providing leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school.
30. Address the diverse needs of the school population consistent with the District's Strategic Plan.
- 31. Analyze and use data for decision-making or to improve actions, plans and process.***
32. Use current research, performance data, and feedback from students, teachers, parents and community to assist in making decisions related to improvement of instruction.
33. Access, analyze, interpret and use data in decision-making.
- 34. Use benchmarks and comparison data in the analysis of results.***
- 35. Make data accessible to all stakeholders.***

STRATEGIC QUALITY PLANNING:

- 36. Assist in developing long and short- term plans and goals within the School Improvement Plan, aligned with the strategic plan of the district.***
37. Assist with facilitating and coordinating the development of the School's Improvement Plan.
38. Set high goals and standards for self, others and the organization.
- 39. Assist in communicating overall School Improvement Plan requirements to all staff so they can describe how the goals and plans relate to their work.***
40. Assist in the selection and acquisition of instructional materials and equipment.
41. Collect input and analyze data to develop goals.
42. Assist with the management of student accounting at the assigned school as it relates to Florida Education Finance Program (FEFP) funding and future planning.
43. Develop the master schedule and assign teachers according to identified needs.
- 44. Assist in allocating resources consistent with the implementation of the School Improvement Plans.***
- 45. Utilize a systematic process for collecting input from stakeholders and incorporate customer requirements in development of School Improvement Plan.***
46. Assist in establishing procedures to monitor processes, activities and responsibilities and respond to feedback.
47. Assist with establishing and coordinating procedures for student, teacher, parent and community evaluation of curriculum.
48. Assist with facilitating the horizontal and vertical articulation of curriculum within the school as well as between the school and its feeder system.

49. Assist with providing recognition and celebration for student, staff, and school accomplishments.

CUSTOMER FOCUS:

- 50. Develop positive relationships with customers (students, parents, teachers, community, etc.).***
51. Assist with facilitating a program of family and community involvement.
52. Serve as arbitrator for serious discipline problems in accordance with District policy and state statutes.
53. Develop and maintain positive school/community relations and act as liaison between the two.
54. Assist in promoting/marketing the school and its priorities to the community.
- 55. Assist in establishing processes and methods to respond to valid customer requirements.***
56. Assist in facilitating, coordinating, and monitoring the implementation of Student Education programs and services.
57. Work with parents to resolve complaints or concerns.
58. Interact with government and service agencies relative to student welfare.
- 59. Assist in establishing processes to determine customer needs and level of satisfaction.***
60. Assist in supervising the implementation of the school's student services plan, including guidance, drop-out prevention, health services, attendance and related areas.
61. Take appropriate reporting and/or referral actions whenever abuse situations are recognized.
- 62. Assist in providing leadership to support community involvement programs and business partnerships at the school level.***
63. Assist in directing and developing the recruitment of Business Partners to benefit the school and community.
64. Assist with the development of activities with business partners that promote student achievement.

HUMAN RESOURCES:

- 65. Assist in analyzing data and information to plan staff development to accomplish school goals.***
66. Assist with the completion of the annual Needs Assessment to determine staff development.
67. Assist with providing staff development opportunities and feedback to personnel at the assigned school.
- 68. Assist in building a school community and environment which supports learning and growth for everyone toward realization of the school's mission.***
69. Assist with the development and implementation of an effective staff development program.
70. Participate in District management meetings and other activities to enhance professional development.
71. Participate, successfully, in the staff development programs offered to increase the individual's skill and proficiency related to the assignment.

72. Review current developments, literature and technical sources of information related to job responsibility.
- 73. Use team approaches in solving problems and improving processes and provides frequent feedback to those involved in improvement efforts.***
74. Delegate responsibilities to appropriate staff members.
75. Consider data and results from action research when solving problems and improving processes.
- 76. Contribute to positive staff morale through flexibility, support and recognition of groups and individuals working toward school improvement.***
77. Assign tasks and supervise personnel in task accomplishment including special projects.
78. Provide recognition and celebration for student, staff, and school accomplishments.
- 79. Manage appropriately and professionally personnel issues, including hiring, evaluation, staff deficiencies and retention; provides feedback on professional performance and offer assistance to strengthen weaknesses in performance.***
80. Assist with interviewing and selection of qualified personnel to be recommended for appointment.
81. Assist with establishing job assignments and supervising of all assigned personnel, conducting annual performance appraisals, and making recommendations for appropriate employment actions according to School Board Policy and Procedures adopted by the School Board.
82. Assist with difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.
- 83. Consider the aspirations of self and others in relation to the jobs and tasks assigned when assessing expertise and developmental needs.***

MANAGEMENT OF PROCESSES:

- 84. Assist in identifying quality requirements of materials/services and communicates this information to parents, community and suppliers.***
85. Access District and community resources to meet school needs.
86. Demonstrate readiness and confidence in making and/or sharing decisions in a timely fashion.
- 87. Employ an improvement cycle for operational problems that analyzes results, identifies root causes, and takes corrective action.***
- 88. Utilize PLAN, DO, STUDY, ACT (PDSA) and quality improvement tools to assess and improve curriculum and instructional systems, processes, programs and services.***
- 89. Understand, support, and implement School Board, State, and Federal Policies, procedures, negotiated agreements and district decisions.***
90. Assist with the implementation and administration of negotiated employee contracts at the school site.
91. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.

OPERATIONAL RESULTS:

- 92. Show positive trends in the achievement of improvement goals in the areas of operation (key goals), business practices (efficiency) and customer satisfaction.***

93. Assist with managing and supervising the school's financial resources including the preparation and disbursement of the school's budget and internal accounts.
94. Assist with establishing and managing student accounting and attendance procedures at the assigned school.
95. Supervise and monitor the accurate completion of data collection and submits resulting reports according to timelines.
96. Assist with the writing and dissemination of newsletters, memos, letters, press releases, agendas, and other materials using proper grammar and punctuation.
97. Provide leadership in the effective use of technology in the classroom and in school administration.
98. Assist with the coordination of school maintenance and facility needs and monitor progress toward meeting those needs.
99. Assist with monitoring the custodial program at the school to ensure a clean, healthy, and safe learning environment.
100. Assist with coordinating plant safety and facility inspections at the assigned school.
101. Supervise transportation services at the assigned school.
102. Assist with the supervision of all extracurricular programs at the assigned school.
103. Assist in coordinating the school food service program at the assigned school including the free and reduced food service requirements.
104. Perform and promote all activities in compliance with equal opportunity and nondiscrimination policies of the School Board of Broward County.
105. Ensure adherence to good safety procedures.
106. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently an/or up to 10 pound 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 board.

EVALUATION:

School assistant principal performance will be evaluated in accordance with Board Policy.

*** Addresses the seven (7) Sterling Quality Initiatives**

Board Approved: 4/27/77, 4/20/78 & 6/18/87

ER80-12 Approved: 10/2/80

Title Change: 7/1/83

Revised: G-7 11/6/86

Revised: 2/20/2001

Adopted: 3/20/2001

Revised: 7/17/01 &

Adopted: 8/7/01

Revised: 10/05/04

Revised: 3/7/05