

## **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

### **ASSISTANT PRINCIPAL, MIDDLE SCHOOL**

#### **JOB DESCRIPTION**

##### **QUALIFICATIONS:**

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Three (3) years teaching experience.
- (3) Valid Florida certification in Administration and Supervision or Educational Leadership.
- (4) Satisfactory criminal background check and drug screening.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the current trends, research, best practices, computer literacy, human growth and development, group dynamics, multicultural diversity, the unique needs of adolescents and laws and policies relating to the operation of schools. Knowledge of School Board policies and practices related to assignment. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to work cooperatively with staff, students and parents. Ability to plan, organize and establish priorities related to assignment. 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. Knowledge of the hardware and software applications used throughout the District. Basic understanding and knowledge of the use of current technology. Ability to make presentations to a variety of audiences. Ability to prepare and manage a school budget.

##### **REPORTS TO:**

Principal

#### **JOB GOAL**

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to carry out the mission and goals of the school and the district and to meet the needs of students.

##### **SUPERVISES:**

Assigned Personnel

##### **PERFORMANCE RESPONSIBILITIES:**

###### **Instructional Program Leadership/Development**

- \* (1) Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational 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 and before and after school programs.
- \* (5) Assist with the coordination of student field trips.
- \* (6) Assist in the administration of the school's testing programs.
- \* (7) Assist in the coordination of the school's accreditation program.
- \* (8) Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
- \* (9) Assist in administering the Exceptional Student Education Program.
- \* (10) Assume responsibility for ESOL documentation updates and verification on all student files.
- \* (11) Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.
- \* (12) Provide for the articulation of the school's instructional program among school personnel and feeder schools.
- \* (13) Coordinate grant writing.
- \* (14) Assist in the development and implementation of the school technology plan.
- \* (15) Provide leadership in the effective use of technology in the classroom.
- \* (16) Provide students with opportunities to use technology to gather and share information with others.
- \* (17) Facilitate student access to the use of electronic resources.
- \* (18) Explore and evaluate new technologies and their educational impact.
- \* (19) Use technology to review student assessment data.
- \* (20) Assist classroom teachers with the effective use of technology.
- \* (21) Assist in analyzing the results of the School Improvement Team's efforts on student performance.

#### **Personnel Action Services**

- \* (22) Request, orient and assign substitute teachers.
- \* (23) Assist with college/university intern assignment and placement.
- \* (24) Develop and monitor the master schedule.
- \* (25) Conduct staff meetings for the purpose of keeping staff informed concerning policy changes, instructional programs and resolution of existing problems.
- \* (26) Assist in the preparation of the master schedule.
- \* (27) Assist with the supervision of personnel including orientation of new employees as assigned.
- \* (28) Assist in developing personnel assignments and duty rosters.
- \* (29) Assist with the interview and selection of personnel to be recommended for employment as required.
- \* (30) Assist in implementing and administering the negotiated employee contracts.
- \* (31) Assist in the coordination of the school's inservice program.
- \* (32) Assist in the development of individual professional development plans as required.
- \* (33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (34) Provide training programs, assistance and feedback to personnel as required.

#### **School Operations/Delivery Systems**

- \* (35) Develop and implement school-wide student and staff recognition programs.
- \* (36) Assist in coordinating and managing transportation services at the assigned school.
- \* (37) Assume responsibility for ordering and inventorying instructional materials.

- \*(38) Assist the principal with the daily operation of the school.
- \*(39) Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
- \*(40) Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
- \*(41) Assist in developing and monitoring the school budget as assigned.
- \*(42) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- \*(43) Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.

#### **Student Support Services**

- \*(44) Assist with student attendance and discipline as assigned.
- \*(45) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
- \*(46) Maintain visibility and accessibility on the school campus.
- \*(47) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
- \*(48) Confer with students, parents and teachers to resolve problems and facilitate learning.
- \*(49) Assist in interpreting and implementing the Student Progression Plan.
- \*(50) Supervise extracurricular activities such as athletic events and dances.
- \*(51) Supervise special activities or events as deemed necessary by principal.

#### **Personal/Professional Employee Qualities**

- \*(52) Provide assistance for improving classroom management and the instructional skills of teachers.
- \*(53) Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
- \*(54) Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
- \*(55) Model effective listening and positive interaction skills.
- \*(56) Model and maintain high standards of professional conduct.
- \*(57) Set high goals and standards for self, others and the organization.
- \*(58) Keep abreast of trends and changes in educational programs and procedures.
- \*(59) Complete all required reports and maintain all appropriate records.
- \*(60) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

#### **Leadership**

- \*(61) Supervise and manage financial resources as directed by principal.
- \*(62) Assist in assessing short- and long-range facility needs.
- \*(63) Provide a safe, creative and positive environment for optimum growth and development of all stakeholders.
- \*(64) Support and implement the district strategic plan, district school calendar and district staffing plan.
- \*(65) Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
- \*(66) Ensure that all district policies and procedures are followed.
- \*(67) Implement state statutes, School Board policies and administrative directives.

- \*(68) Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
- \*(69) Provide leadership in developing and implementing goals and priorities of the district and school.
- \*(70) Provide leadership in the planning and implementation of school improvement initiatives.
- \*(71) Serve as the administrative head of the school in the absence of the principal as needed.
- \*(72) Assist in planning and implementing the school's public relations program.
- \*(73) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
- \*(74) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- \*(75) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

#### **Student Growth and Achievement**

- \*(76) Ensure that student growth and achievement are continuous and appropriate schoolwide.
  - \*(77) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- 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 frequently and/or up to 10 pounds of force as needed to move objects.  
May be required to restrain a physically active individual as a temporary safety measure.

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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.

#### **EVALUATION:**

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

Board Approved: 10/12/10