



ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL (10 OR 12 MONTHS)

SUMMARY/SCOPE/GOAL

To assist teachers and the principal in providing a dynamic setting for learning.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institution.
- Successful completion, or completion within one year of appointment, of the Leadership Awareness Training Program.
- Minimum of three (3) years' successful teaching experience.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified in, or eligible for, an academic or vocational area by the State of Florida.
- Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida.
- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate all aspects of elementary curriculum.
2. Coordinate faculty, year level and individual teacher's planning.
3. Assist teachers in interpreting and implementing the district's curriculum.
4. Coordinate, as assigned, research related to curriculum development.
5. Recommend curriculum adjustments to meet the special learning needs of individual children.
6. Assist teachers in organizing classrooms for effective learning.
7. Implement and schedule all standardized testing.
8. Establish and maintain a system of school-wide textbook accountability.
9. Schedule and plan in-service programs and prepare required reports.
10. Work with the media specialist in adapting and improving the use of media in the school.
11. Participate in proposed and on-going curriculum development projects.
12. Serve at the direction of the principal as an advisor and special consultant to probationary teachers.
13. Coordinate the grade placement and grouping of children.
14. Assist the principal in planning and carrying out staff and parent curriculum meetings.
15. Assist in the preparation of management proposals relating to union contracts and assist in managing the implementation and administration of negotiated employee contracts.

ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL (10 OR 12 MONTHS)

16. Complete special assignments assigned by the Principal.
17. Assume building supervisory responsibility in the absence of the Principal.
18. Maintain high visibility within all areas of the facility.
19. Supervise students in order to maintain a safe and orderly environment.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrate communications skills of listening, oral communication, and oral presentation; demonstrate interpersonal skills and abilities; knowledge of human growth and development; extensive knowledge of curriculum. Possess technical knowledge and skills to operate computer, enter data; analyze and process information; evidence of effective decision-making skills and management skills; possess strong work standards for self and others.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

Choose a Physical Requirement definition. **(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL (10 OR 12 MONTHS)

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	<u>Elementary Leading and Learning</u>	DEPARTMENT:	<u>Elementary Leading and Learning</u>
TITLE CODE:	<u>D0616 – 12 mo. B0707 – 10 Mo.</u>	CONTENT BY:	<u>Assistant Superintendent Elementary Leading and Learning</u>
GRADE:	<u>22</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	<u>NB (Exempt)</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u>6/12/01</u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 10 Mos. or 12 Mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/9/98	Developed	Assistant Superintendent Elementary Leading and Learning
1.1	12/5/14	Revised	
2.0	12/1/20	New Format	Human Resources
2.1	11/12/2021	Update physical requirements to ADA format; add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.