



ASSISTANT PRINCIPAL – ADULT & COMMUNITY EDUCATION

SUMMARY/SCOPE/GOAL

To create an atmosphere within the school, which will enable students to achieve the fullest benefits from all programs, services and opportunities provided by the school and allow teachers to teach.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institution.
- Minimum of three (3) years successful teaching experience.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified in an academic or vocational area at the secondary level by the State of Florida.
- Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida.
- Valid State 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. Supervise students on campus including parking lots, cafeteria, restrooms, athletic events, social activities, programs, and assemblies.
2. Request teacher assistance as needed to ascertain adequate supervision of students.
3. Work as an integral part of the guidance department and guidance committee.
4. Maintain liaison with city, state, juvenile, federal and legal authorities, and coordinate contact with principal.
5. Monitor and evaluate student attendance implementing strategies to maximize student attendance.
6. Maintain computer comprehensive files on each student requiring disciplinary action with paperwork file as a backup to the computer file.
7. Collect, review, and analyze data; implement strategies with parents, students, and teachers to facilitate student behavior change.
8. Investigate and recommend students for suspension and/or expulsion in coordination with the principal.
9. Complete investigative and due process procedures to conclude appropriate disciplinary action.
10. Supervise attendance clerk in maintaining, processing, and managing records for state and/or District audit in the areas of attendance and free/reduced lunch program.
11. Evaluate student attendance records for recommendation to principal of students who cannot earn course credit.
12. Work closely with students, parents, and staff to correct discipline problems when they occur.

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13. Provide guidance to, and instruction for, teachers in the implementation of discipline policies.
14. Enforce School Board regulations.
15. Participate in the development and implementation of all school practices as a member of the principal's administrative team.
16. Assume full responsibilities of the school when both the principal and twelve-month assistant principal are absent from the building.
17. Direct, schedule and provide employees and students school-site safety programs and appropriate drills. Follow-up incidents completing appropriate paperwork and make recommendations for change and/or site areas of concern to the principal.
18. Make presentations to various groups.
19. Chair the committee for discipline and the student/parent handbook, and recommend content, layout and format until document is completed.
20. Complete annual performance evaluation for certified and classified employees as assigned by the principal.
21. Assist principal in developing and maintain a philosophy of discipline for the school, including the following functions:
 - a. To create and preserve the conditions essential to the orderly programs of the school.
 - b. To prepare the student for effective participation in adult life.
 - c. Gradually instill the fundamental lessons of self-control.
22. Use effective positive interpersonal communication skills.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrate communication skills of listening, oral communication, and oral presentation; demonstrate interpersonal skills and abilities. Possess technical knowledge and skills to operate computer, enter data, analyze, and process information; requires effective decision-making skills and management skills; must have high energy level, job tolerance, initiative, 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.

TRAINING:

Successful completion, or completion within one (1) year of appointment, of the Leadership Awareness Training Program.

EQUIPMENT:

May use smart boards, tablets, Bunsen burners, chemical lab hoods, other classroom lab equipment, gym equipment, etc. that may be grade and subject specific. May use scales and/or equipment for the purposes of

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aptitude, skills, and/or behavioral diagnostics for the purposes of evaluating student performance within the prescribed parameters of their specific position.

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:
(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:

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.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Secondary Leading and Learning	DEPARTMENT:	Adult and Community Education
TITLE CODE:	D0615	CONTENT BY:	Assistant Superintendent Secondary Leading and Learning
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	04/09/2002	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/09/02	Initial Release	Adult and Community Education
1.1	07/01/20	REVISED: New format	Human Resources
1.2	11/12/2021	Updated 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.