



ASSISTANT PRINCIPAL – SENIOR HIGH SCHOOL (10 OR 12 MONTHS)

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.
- 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. Act on the principal's behalf in his/her absence.
2. Schedule classes and activities.
3. Meet with parents, students, and teachers.
4. Coordinate curriculum that will provide a positive instructional program for all students.
5. Supervise and evaluate employees.
6. Conference with parents, students, and teachers.
7. Supervise students in order to maintain safe and orderly environment.
8. Manage emergency evacuation drills.
9. Manage and administer the accreditation program.
10. Assist in managing and administering selection of textbooks, materials, and equipment needed at assigned school.
11. Participate, as requested, in the development and adoption of the District's testing program; manage and administer the testing program for the school.
12. Assist in managing and administering the overall activities of assessing, developing, and implementing the instructional program.

ASSISTANT PRINCIPAL – SENIOR HIGH SCHOOL(10 OR 12 MONTHS)

13. Participate in developing the district strategic plan, district school calendar, District staffing plan and manpower development; manage and administer the school function relating to these items.
14. Manage and supervise the wise use of personnel resources as designated by the principal.
15. Assist in the function of personnel services for the school, including interviewing and selecting qualified personnel to be recommended for employment, reappointment, and performance appraisal.
16. Assist in the implementation and administration of negotiated employee contracts at the school level.
17. Assist in the development of long-range facility needs at the assigned school.
18. Assist in concert with the facilities department, upon request, in the development of education specifications.
19. Assist in the managing and administering plant safety and facility inspection at the school, including supervision of buildings and grounds.
20. Assist in the managing and administering the maintenance function for the school in a manner that ensures maximum life and use of the facility.
21. Assist in managing the discipline of students on buses, including statutory provision for suspension.
22. Assist in the coordination and supervision of the transportation services at the assigned school.
23. Assist in managing and supervising the function of financial planning for the school, including the preparation of the school's budget.
24. Assist in managing and administering the function of purchasing by the school to ensure that the school realizes the maximum value educationally and financially in securing supplies, materials, equipment, and services.
25. Assist in managing and administering in accordance with the division of business and fiscal services, the function of paying for supplies, materials, equipment, and services.
26. Assist in managing and administering the preparation of financial reports for the school.
27. Assist in managing and administering the function of the school food service program.
28. Assist in the development and maintenance of positive school/community relations and provide for liaison between school and community.
29. Assist in the establishment of guidelines for proper student conduct and effective disciplinary procedures and policies for the school and the District.
30. Participate actively in countywide management meetings and other meetings required and appropriate.
31. Provide leadership in the event of school crisis and/or civil disobedience as designated by the principal.
32. Assist in maintaining adequate property inventory records and security of school property.
33. Assist in providing leadership for, and supervision of, extracurricular activity programs.
34. Assist in managing and administering the school's athletic programs.
35. Assist in managing and supervising student activity programs, including the selection of club sponsors.
36. Function as a member of the superintendent's District-wide management team.
37. Use effective positive interpersonal communication skills.

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.

ASSISTANT PRINCIPAL – SENIOR HIGH SCHOOL(10 OR 12 MONTHS)

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; evidence of enthusiasm, job tolerance, initiative and 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:

(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.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

ASSISTANT PRINCIPAL – SENIOR HIGH SCHOOL(10 OR 12 MONTHS)

FOR HR USE ONLY:

DIVISION:	Secondary Leading and Learning	DEPARTMENT:	Secondary Leading and Learning
TITLE CODE:	D0613 – 12 mo. B0717 – 10 Mo.	CONTENT BY:	Assistant Superintendent Secondary Leading and Learning
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/12/01	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDLUE:	8 hrs. – 10 Mos. or 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/10/98	Developed	Assistant Superintendent Secondary Leading and Learning
1.1	12/05/14	Revised	
1.2	12/1/20	New Format	Human Resources
1.3	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.