



ASSISTANT PRINCIPAL – VIRTUAL PROGRAMS

SUMMARY/SCOPE/GOAL

To create an atmosphere within the virtual school environment which will enable students to achieve the fullest benefits from all programs, services, and opportunities offered. Assist the principal in expanding opportunities for school choice through Brevard Virtual School.

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 district leadership program.
- Minimum of three (3) years successful teaching experience.

PREFERRED/DESIRED:

- Demonstrated competence in supporting student achievement in a virtual format.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified in an academic area 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. Act on the Principal's behalf in his/her absence.
2. Assist in providing leadership for and coordination of the overall activities of assessing, developing, providing, and implementing the virtual instruction programs.
3. Assist in the selection of curricula, materials, and equipment needed for virtual instruction programs.
4. Assist in aligning of the school's instructional program with applicable content and course descriptions and standards, state statutes, state board rules, and school board policies and procedures.
5. Assist in the documentation to the state of required data reporting elements regarding students and teachers.
6. Assist teachers in the identification of needs and areas for growth.
7. Assist in the hiring, developing, and mentoring of instructional and classified staff, in cooperation with the principal.
8. Supervise, monitor, observe, and evaluate teachers and staff in cooperation with the principal.

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9. Assist in leading professional development for school staff and serve as a liaison with virtual providers.
10. Assist in the development and negotiation of contracts with curriculum providers and turn-key providers.
11. Assist in developing, coordinating, and maintaining effective marketing and public relations strategies.
12. Manage and administer the testing program for the school.
13. Meet with parents, students, and teachers.
14. Assist in cultivating a collaborative working environment that encourages innovation, communication, and continual learning.
15. Assist in coordinating and monitoring the development and implementation of school instructional goals, strategies, and outcome measures.
16. Coordinate, provide leadership, and monitor the school improvement planning process in cooperation with the principal.
17. Assist in coordination of teacher data teams and PLC meetings to ensure student success.
18. Assist in evaluating student attendance and other records and intervene to correct problems when or before they occur.
19. Supervise students in order to maintain a safe and orderly environment.
20. Assist in managing and supervising student activity programs, including selection of club sponsors.
21. Consistently enforce all applicable school policies, school board policies and administrative procedures, and statutory regulations in regard to discipline of students, including the investigative and due process procedures for students who may be suspended or recommended for expulsion.
22. Act as a liaison with city, state, juvenile, federal, and legal authorities, and coordinate contact with the principal.
23. Maintain visibility with customers and other stakeholders.
24. Assist in coordinating regular meetings with contracted providers to ensure compliance with contract language and statute.
25. Effectively communicate and coordinate with administration at all district schools.
26. Assist in development and monitoring of the school budget through the wise use of the financial resources of the school.
27. Work independently with minimal supervision.
28. Actively participate in curriculum contact meetings and other meetings or professional development activities as assigned.
29. Communicate effectively, both orally and in writing, with students, parents, teachers, and other professionals on a regular basis.
30. Collaborate with peers in other counties to enhance the instructional environment for students and teachers.
31. Fulfill the terms of any affected written contract and adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

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.

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KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated oral, written, and electronic communication skills; extensive skills in learning management systems and online learning platforms; ability to effectively work with curriculum providers and teachers in assuring compliance with statutory and board requirements; demonstrated communications skills of listening, oral communication, and oral presentation; demonstrated interpersonal skills and abilities, knowledge of human growth and development. Demonstrated extensive knowledge of instructional strategies, online instructional design theories, learning style theories, and educational leadership strategies. Demonstrated superior organizational and follow-through skills; extensive knowledge of online and traditional curricula at all levels K-12; extensive technical knowledge and skills to effectively interface with multiple operating systems, enter and extract 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. Ability to prepare and manage the school's budget; read, interpret, and enforce statute, State Board rules and school board policy; ability to enforce collective bargaining agreements; ability to use effective public relations skills; ability to use effective interview techniques, coaching procedures, and evaluation procedures; skills in personnel management, interaction, and supervision techniques.

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:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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 rarely. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Secondary Leading and Learning	DEPARTMENT:	Secondary Leading and Learning
TITLE CODE:	D0614	CONTENT BY:	Beth Thedy, Ed.D.
GRADE:	23	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	05/25/2021	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/24/2011	Initial Release	Beth Thedy, Ed.D.
2.0	05/25/2021	Revised: Scope, Qualifications and Responsibilities	Dr. Soliven – Assist Supv Secondary Leading and Learning
2.1	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.