

**SCHOOL DISTRICT OF BAKER COUNTY**  
**ASSISTANT PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master’s degree from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership or School Principal.
- (3) Three (3) years successful teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated effective communication and interaction skills. Effective public relations skills. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to analyze data. Knowledge of the hardware and software applications used throughout the District. Basic understanding and knowledge of the use of current technology. Ability to understand the unique needs, growth problems and characteristics of middle grade students. Ability to use group dynamics within the context of cultural diversity.

**REPORTS TO:**

School Principal

**JOB GOAL**

To assist the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

**SUPERVISES:**

Instructional, Support and Service Personnel as assigned by the principal

**PERFORMANCE RESPONSIBILITIES:**

**Instructional Program Leadership/Development**

- \*(1) Coordinate all aspects of the curriculum.
- \*(2) Utilize current educational trends in the planning and preparation of the school instructional program.
- \*(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) Work with the media specialist to enhance the use of media in the school.
- \*(9) Participate in curriculum development projects.
- \*(10) Coordinate the grade placement and grouping of students.

**ASSISTANT PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL (Continued)**

- \*(11) Assist with the selection of textbooks, material and equipment needed at the assigned school.
- \*(12) Assist with the accreditation program for the assigned school.
- \*(13) Participate, as requested, in the development of District guides related to curriculum and instruction.
- \*(14) Actively participate, as requested, in the development and adoption of District tests, textbooks and curriculum programs.
- \*(15) Assist with the development of long- and short-range instructional goals.
- \*(16) Actively participate in the recruitment of business partnerships to benefit the school community.
- \*(17) Assist with the articulation of the school's instructional program among school personnel.
- \*(18) Assist with the development and implementation of the school technology plan.
- \*(19) Provide leadership in the effective use of technology in the classroom.
- \*(20) Provide students with opportunities to use technology to gather and share information with others.
- \*(21) Facilitate student access to the use of electronic resources.
- \*(22) Explore and evaluate new technologies and their educational impact.
- \*(23) Use technology to review student assessment data.
- \*(24) Assist classroom teachers with the effective use of technology.
- \*(25) Analyze the results of the School Improvement team's efforts on student performance.

**Personnel Action Services**

- \*(26) Interview candidates for employment and make recommendations to the principal.
- \*(27) Assist with supervision and evaluation of personnel.
- \*(28) Assist with the implementation and administration of negotiated employee contracts at the school level.
- \*(29) Orient newly assigned staff members and assist in their development.
- \*(30) Provide assistance and feedback to school personnel.
- \*(31) Serve, at the direction of the principal, as advisor and special consultant to probationary teachers.
- \*(32) Use the adopted performance appraisal systems for instructional and other employees.
- \*(33) Perform all required professional development services.
- \*(34) Supervise assigned personnel and make recommendations for appropriate employment actions.

**School Operations/Delivery Systems**

- \*(35) Establish and maintain a system of school-wide textbook accountability.
- \*(36) Maintain adequate property inventory records, key control and security of school property.
- \*(37) Participate in the identification of long-range facility needs at the assigned school.
- \*(38) Assist with plant safety and facility inspections including supervision of the buildings and grounds at the school.
- \*(39) Assist with the maintenance function for the school in a manner that ensures maximum life and use of the facility.

**ASSISTANT PRINCIPAL, MIDDLE/JUNIOR HIGH SCHOOL (Continued)**

- \*(40) Assist with supervision of the transportation services at the assigned school.
- \*(41) Assist in coordinating the food service program.
- \*(42) Assist with financial planning for the school including the preparation of the school's budget.
- \*(43) Use the financial resources of the school wisely.
- \*(44) Assist with the preparation of financial reports for the school.
- \*(45) Assist with student accounting at the school as it pertains to funding and attendance.
- \*(46) Assist with the development of the master schedule for teachers.
- \*(47) Assist with the development and implementation of duty rosters for school staff.
- \*(48) Assist with school-sponsored activities.
- \*(49) Use technology resources effectively.
- \*(50) Use technology for administrative tasks.
- \*(51) Coordinate data processing activities as assigned.
- \*(52) Prepare all required reports and maintain all appropriate records.

**Student Support Services**

- \*(53) Assist with the discipline of students on buses including statutory provisions for suspension.
- \*(54) Maintain high visibility within all areas of the facility.
- \*(55) Assist with the discipline of students on campus including statutory provisions for suspension and adhering to adopted District policies.
- \*(56) Implement guidelines for proper student conduct and effective disciplinary procedures and policies.
- \*(57) Coordinate the registration process.
- \*(58) Provide leadership and supervision for extracurricular activity/events/programs.

**Personal/Professional Employee Qualities**

- \*(59) Develop and maintain positive school/community relations.
- \*(60) Communicate, through staff meetings, for the purpose of keeping staff informed of policy, procedures, instructional programs and existing problems.
- \*(61) Communicate, to the principal, information relating to various problems or events of unusual nature.
- \*(62) Facilitate communication among students, parents, teachers, and support staff in daily interactions.
- \*(63) Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
- (64) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership**

- \*(65) Assume supervisory responsibility in the absence of the principal.
- \*(66) Provide leadership in the event of school crisis through a high level of physical activity.
- \*(67) Use effective, positive interpersonal communication skills.
- \*(68) Assist in providing leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- \*(69) Promote the vision and mission of the district.
- \*(70) Exercise proactive leadership in promoting the vision and mission of the district.

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- \*(71) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(72) Access district and community resources to meet school needs.
- \*(73) Provide recognition and celebration for staff, student and school accomplishment.
- \*(74) Build teams to accomplish plans, goals and priorities.
- \*(75) Promote and market the school and its priorities.

### **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.

\*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.