

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PRINCIPAL, ASSISTANT -- ELEMENTARY SCHOOL

JOB DESCRIPTION

JOB CODE:	730081	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	09
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Certification in Florida Educational Leadership.
- (3) Approved member of the District's Assistant Principal Administrative Pool.
- (4) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and adhere to the State Board Rules, Code of Ethics, School Board Policies, negotiated employee contracts, and appropriate state and federal statutes. Knowledge of curriculum and instructional techniques for appropriate level. Ability to understand the unique needs and characteristics of elementary school students. Ability to effectively manage and supervise personnel. Possess effective public speaking, personal interaction, and problem-solving skills.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal in providing effective leadership in the administration and supervision of elementary school operations to promote the successful education of students in a safe and orderly environment.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the principal in the administration and supervision of elementary school operations.
- * (2) Develop master schedule for all students and teachers.
- * (3) Assume administrative responsibility for the school in the absence of the principal.
- * (4) Assist in the development of the school curriculum and implement county and state guidelines.
- * (5) Monitor ESE program for compliance with state and federal guidelines and statutes.
- * (6) Coordinate the school's accreditation program.
- * (7) Evaluate course offerings to determine if student needs are considered and met.

PRINCIPAL, ASSISTANT -- ELEMENTARY SCHOOL (Continued)

- * (8) Assist with the administration of all testing programs.
- * (9) Guide and assist new teachers through the District's Induction Program and in accordance with state guidelines.
- * (10) Monitor substitute teacher selection and assignment.
- * (11) Assist principal with interviews and selection of personnel.
- * (12) Assist Principal in developing personnel assignments and duty rosters.
- * (13) Organize safety drills and submit reports.
- * (14) Supervise facilities and grounds operation as assigned.
- * (15) Supervise FTE/database collection and entry.
- * (16) Assist in the development and implementation of the School Improvement Plan.
- * (17) Assist in the preparation and management of the school textbook and instructional resource budget.
- * (18) Coordinate the school technology plan.
- * (19) Supervise students on lunch break, bus loading and unloading and other activities.
- * (20) Supervise extracurricular activities.
- * (21) Administer student discipline consistently and fairly.
- * (22) Coordinate schedules for extracurricular activities.
- * (23) Monitor student attendance.
- * (24) Participate in SAC and PTA meetings.
- * (25) Implement an effective public relations program such as newsletters, parent/teacher conferences and meetings.
- * (26) Develop schedules for facility use by community.
- * (27) Assist the principal with development and maintenance of a sound athletic program.
- * (28) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * (29) Be knowledgeable of and adhere to Board policies.
- * (30) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (31) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (33) Attend meetings and conferences to promote professional growth and benefit the District.
- * (34) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (35) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (36) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (37) Respond to inquiries and concerns in a timely manner.
- * (38) Model and maintain high ethical standards.
- * (39) Maintain a high visibility and accessibility within all areas of the facility.
- * (40) Adhere to applicable safety standards.
- * (41) Follow attendance, punctuality and proper dress rules.
- * (42) Maintain confidentiality regarding school/workplace matters.

PRINCIPAL, ASSISTANT -- ELEMENTARY SCHOOL (Continued)

- *(43) Serve on school/district committees as required or appropriate.
- (44) Perform other duties as assigned.

**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.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 10

Adopted: 7/20/10