

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT PRINCIPAL ON ASSIGNMENT

QUALIFICATIONS

- Master's Degree in Educational Leadership from an accredited institution.
- Valid Florida School Principal or Educational Leadership Certification (Level I or II).
- Minimum of three (3) years of successful teaching experience.
- Meet all other qualifications for employment required by the School Board of Seminole County, Florida.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies and procedures.
- Knowledge of current educational trends and research.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving, human interaction, and conflict management.
- Skill in personnel management and supervision techniques.
- Ability to cooperatively work with personnel at all levels of the organization.
- Ability to plan, organize and manage multiple tasks and competing priorities.
- Ability to employ the continuous improvement process for problem solving and managing change.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to supervise and support leadership development in others at all levels of the organization.
- Ability to tolerate high levels of stress.
- Ability to maintain confidentiality.

SUPERVISION

REPORTS TO Assigned Executive Director
SUPERVISES Assigned Personnel

POSITION GOAL

To perform those administrative responsibilities and provide instructional leadership for planning, management, operation, and evaluation of the assigned program and/or project.

PERFORMANCE RESPONSIBILITIES

1. *Oversee the general administrative operations of the specific program and/or project.
2. *Keep the Superintendent or Designee informed of the specific program and/or project.
3. *Make recommendations concerning the implementation and evaluation of the specific program and/or project.
4. *Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the specific program and/or project administration.
5. *Develop and oversee the specific program and/or project budget, strategic plan, and objectives.
6. *Attend and/or conduct special events or meetings associated with the specific program and/or project implementation.
7. *Assist with the development of specific program and/or project policies.
8. *Keep informed of and interpret all laws, regulations, statutes, rules, and policies affecting the implementation and continuing development of the specific program and/or project.
9. *Work cooperatively with leaders and other division administrators in integrating and coordinating individual efforts into a unified program and/or project for the district.
10. *Serve upon assignment by the Superintendent or Designee as a resource person to various division directors in the district.
11. *Develop annual goals and objectives consistent with and in support of the Strategic Plan and other priorities.
12. *Serve on district, state, or community councils or committees as assigned or appropriate.
13. *Provide leadership and direction for the assigned area(s) of responsibility.
14. *Assist in implementing the district's goals and strategic commitments.
15. Perform other duties as assigned by the appropriate Executive Director.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

VARIES BY LEVEL *

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.5

POSITION CODES

PeopleSoft Position TBD
Personnel Category 04
EEO-5 Line 17
Function 7300
Job Code VARIES**
Survey Code 73011

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 11, 2019

ADA Information Provided by Boyd Karns
Position Description Prepared by Boyd Karns

*AO-08-E \$63,644 - \$97,631

**Job Code 1507A Elem

*AO-18-D \$66,637 - \$102,226

**Job Code 1506A Middle

*AO-05-D \$69,956 - \$107,309

**Job Code 1513A High