

School District of Santa Rosa County
Job Description
Assistant Principal, Elementary School

Reports To: School Principal
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: February 4, 2021
Job Code: 16030, 16032, 16033

Primary Duties and Responsibilities (Essential Functions):

- Coordinate all aspects of elementary curriculum
- Coordinate faculty, year level and individual teacher's planning, as assigned
- Assist teachers in interpreting and implementing the district's curriculum
- Coordinate, as assigned, research related to curriculum development
- Recommend curriculum adjustments to meet the special learning needs of individual children
- Assist teachers in organizing classrooms for effective learning
- Implement and schedule the standardized testing program when assigned
- Establish and maintain a system of school-wide textbook accountability
- Schedule and plan in-service programs and prepare required reports
- Work with the media specialist in adapting and improving the use of media in the school
- Participate in proposed and on-going curriculum development projects
- Serve, at the direction of the principal, as advisor and special consultant to probationary employees
- Coordinate the grade placement and grouping of children
- Assist the Principal in planning and carrying out staff and parent curriculum meetings
- Serve as the administrative representative on the school's Integrated Services Team
- Complete special assignments assigned by the principal
- Assume building supervisory responsibility in the absence of the principal
- Maintain high visibility within all areas of the facility, and assist teachers in maintaining discipline
- Assist in the supervision of all school activities and programs
- Supervise students to maintain a safe and orderly environment
- Assist the Principal in planning and implementing the school improvement program
- Assist the Principal and other staff in maintaining a clean and safe school plant
- Assist in the selection, supervision, and evaluation of all school personnel
- Prepare such records and reports as the principal may assign
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

- School Principal

Supervision Exercised:

- Instructional, support, and service personnel as assigned by the Principal

Minimum Qualifications & Skills Required:

- Master's Degree or higher from an accredited educational institution

- Currently old or eligible for Florida certification Educational Leadership or Administration and Supervision
- Five years of successful experience in public school education
- Successful completion of the Potential School Leaders class, the administrative internship, and/or other administrative experience

Preferred Qualifications & Skills:

- N/A

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.