

**School District of Santa Rosa County**  
**Job Description**  
**Assistant Principal, High School**

**Reports To:** School Principal  
**FLSA Status:** Exempt  
**Department:** School Based  
**Prepared by:** Human Resources  
**Date:** March 13, 2014  
**Job Code:** 16010, 16011, 16012

**Primary Duties and Responsibilities (Essential Functions):**

- Act on the Principal's behalf in his/her absence.
- Develop and implement the school's instructional program with assistance from district personnel and provide its articulation among school personnel as assigned by the principal
- Develop the master teaching schedule and assign teachers according to identified needs
- Utilize current educational trends in the planning and preparation of the school instructional program
- Understand and adhere to School Board policy, state statutes and federal regulations
- Implement the accreditation program for the assigned school
- Coordinate the selection of textbooks, material and equipment needed at the assigned school
- Manage and administer the testing program for the school
- Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program, and other developmental activities
- Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions
- Assume responsibility for control and direction of students related to suspensions from school, suspension from the bus and school in accordance with Board policies and statutes
- Provide leadership in the event of school crisis and/or civil disobedience
- Provide leadership in the school improvement process
- Administer and develop teacher duty rosters for the school
- Provide supervision while maintaining visibility about the campus and classrooms
- Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school
- Interpret and enforce the District's Code for Student Conduct
- Supervise all facets of the registration process, including, but not limited to, the production of the curriculum guide and related materials
- Prepare or oversee the preparation and maintenance of required records and reports
- Supervise and evaluate personnel as directed by the principal
- Demonstrate knowledge of and appropriate administration of the collective bargaining agreement
- Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the principal
- Develop and maintain positive school/community relations and act as a liaison between school and community
- Coordinate the school food service program as it relates to the special needs of the school
- Maintain adequate property inventory records, key control, and security of school property
- Participate in the development of long-range facility needs at the assigned school
- Coordinate plant safety and facility inspection at the school
- Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of facility
- Coordinate the transportation services at the assigned school

- Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget
- Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment, and services
- Supervise the function of student accounting at the school, as it pertains to funding and attendance
- Manage and administer the attendance policy and procedures
- Communicate, through the principal, to appropriate District staff, information relating to various problems or events of unusual nature
- Coordinate data processing activities as assigned
- Provide leadership for, and supervision of, extracurricular activity programs
- Participate in the administration of the school's athletic program

### **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 hold or eligible for Florida certification in Education Leadership or Administration and Supervision
- Five years of successful experience in public school education
- Successful completion of the Potential School Leaders j(PSL) Program, the administrative internship, and/or other administrative experience

### **Preferred Qualifications & Skills:**

- Experience serving as a Dean of students

### **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 Number of 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.