



**Job Title:** Special Center Assistant Principal

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 11

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**MAR 26 2019**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is 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.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in the development, implementation, and evaluation of the instructional program, including the use of technology.
- Supervises curricular and extracurricular activities as assigned.
- Provides recommendations to the Principal regarding curriculum improvement.
- Supervises textbook and equipment selection, acquisition, and inventory.
- Assists the Principal in the administration of the summer school program, or extended school year program.
- Assists with coordinating student field trips.
- Assists in developing the master schedule and assignment of students and staff.
- Assists in the administration of the testing program.
- Assists in gathering, analyzing, and interpreting data related to student performance.
- Assists in coordinating the school's accreditation program.
- Assists with the supervision of personnel, including orientation of new employees as assigned.
- Assists the Principal in developing personnel assignments and duty rosters.
- Sits in on interviews for new personnel as requested by Principal.
- Assists in implementing and administering negotiated employee contracts.
- Assists in the coordination of the school's in service program.
- Assists teachers in developing professional development plans and activities.
- Assists in monitoring and assisting substitute teachers.
- Assists the Principal with the daily operation of the school.
- Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- Assists in the supervision of the maintenance and care of the physical plant.
- Assists in developing and monitoring the school budget.

- Assists in maintaining property inventories.
- Assists in supervising school transportation services.
- Assists in identifying maintenance or facility needs.
- Uses technology resources effectively.
- Assists in monitoring student attendance.
- Assists in ensuring that the school's discipline policy is consistently and fairly administered.
- Assists with student supervision and discipline.
- Assists in interpreting and implementing the Pupil Progression Plan.
- Assists in developing, implementing, and evaluating the school's guidance program.
- Confers with students, parents, and teachers to resolve problems and facilitate learning.
- Assists in coordinating schedules for extracurricular activities and provides supervision as directed by the Principal.
- Seeks to improve skills and knowledge through participation in in service and other professional development activities.
- Models and maintains high standards of professional conduct.
- Demonstrates initiative in identifying needs or potential for improvement and take appropriate action.
- Promotes and supports professional development for self and others.
- Maintains visibility and accessibility.
- Keeps the Principal informed about potential problems, unusual events, or possible opportunities for school improvement.
- Supports goals and priorities of the District and school.
- Provides leadership in developing and implementing goals and priorities of the District and school.
- Assumes duties and responsibilities of the Principal in his/her absence.
- Assists in planning and implementing the school's public relations program.
- Conducts faculty meetings when requested by the Principal.
- Serves on advisory committees as requested by the Principal.
- Supports and attends community functions.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- Sets high standards of performance for self, others, and the school.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certification in Educational Leadership, School Principal, or Administration and Supervision.
- Minimum of seven (7) years of successful classroom teaching experience.
- Satisfactory completion of the first year of the Level II School Principal Preparation Program.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a knowledge of laws, regulations, and policies governing education in state and county.
- Requires the ability to display a knowledge of curriculum and instructional programs and practices for appropriate level.
- Requires the ability to display a willingness to learn budgetary and supervisory responsibilities.
- Requires the ability to work with people in an effective manner.
- Requires the ability to display a knowledge of scheduling and supervision.
- Requires the ability to communicate effectively orally and in writing.
- Requires the ability to plan, organize, and prioritize.
- Requires the ability to use data in the decision-making process.
- Requires the ability to display a knowledge of good time management skills.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.

**PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, standing, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

**Date of Board Approval: March 26, 2019**

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**Date of Revision:**

**MAR 26 2019**

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