

## SCHOOL DISTRICT OF LAFAYETTE COUNTY

### HIGH SCHOOL ASSISTANT PRINCIPAL with emphasis on VOCATIONAL, ADULT AND COMMUNITY EDUCATION

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida Teaching Certificate in Educational Leadership and/or School Principal
- (3) Minimum of three (3) years successful teaching.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, trends and best practices related to adult education. Knowledge of federal and state statutes, Department of Education rules and program requirements, FTE accounting, budgeting, fiscal controls, employee supervision, program development, and communication/training delivery skills. Ability to communicate orally and in writing. Ability to communicate and interact effectively with the public. Ability to understand the unique needs of adult education students.

#### REPORTS TO:

Principal and Superintendent

#### JOB GOAL

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 and to provide direct leadership for the development and operation of CTE programs for high school students and adult education for the students and adult citizens of Lafayette County.

#### SUPERVISES:

Instructional and Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Personnel/School Operations/Service Delivery

- \* (1) Assist in the development, implementation and evaluation of the instructional program including the use of technology.
- \* (2) Assist in the summer school program, coordination of student field trips, school's accreditation program, and supervision of personnel (orientation, assignments and duty rosters, in-service and training).
- \* (3) Assist in the daily operation of school, data collection and reporting requirements, coordination of schedules and extracurricular activities.
- \* (4) Assist with the development of positive school/community relations and act as liaison between the school and community as required.
- \* (5) Assist in the maintenance and care of the physical plant.
- \* (6) Assist in with student attendance and discipline as assigned.

## **Assistant Principal, High School**

- \* (7) Assist in interpreting and implementing the Pupil Progression Plan.
- \* (8) Formulate, coordinate and direct a comprehensive program of adult and community education.
- \* (9) Organize adult education programs as needed.
- \* (10) Assume responsibilities for the administration of tests and examinations.
- \* (11) Supervise the granting and distribution of certificates and diplomas to students meeting the requirements.
- \* (12) Assist in the recruitment, screening, and evaluation of adult education teachers.
- \* (13) Identify textbooks/instructional materials for all adult and community education programs.
- \* (14) Approve start-up of all new adult and community education programs.
- \* (15) Coordinate Performance Based Incentive Funding for adult education.
- \* (16) Develop basic equipment list/requirements for all adult programs.

### **Inter/Intra-Agency Communication and Delivery**

- \* (10) Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, to provide training consistent with needs and to establish advisory committees as needed.
- \* (11) Prepare and distribute informational materials regarding adult and community education programs to community residents.
- \* (12) Promote adult education in the community.
- \* (13) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (14) Respond to inquiries and concerns in a timely manner.
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (17) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (18) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \* (19) Maintain a network of peer contacts through professional organizations.
- \* (20) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (22) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (23) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \* (24) Review/approve requisitions and purchase orders pertaining to CTE, adult and community education.
- \* (25) Prepare and administer department and off-campus budgets.
- \* (26) Represent the district in a positive and professional manner.

## **Assistant Principal, High School**

- \*(27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(28) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \*(29) Demonstrate support for the school district and its goals and priorities.

### **Leadership and Strategic Orientation**

- \*(30) Provide leadership and direction for assigned areas of responsibility.
- \*(31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(32) Assist in implementing the district's goals and strategic commitment.
- \*(33) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(34) Set high standards and expectations and promote professional growth for self and others.
- \*(35) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, and delivery of services and evaluation of services provided.
- \*(36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(37) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as 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 district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.  
High school assistant principal will complete Principal Leadership Academy within the first three years of employment as assistant principal.

### **EVALUATION:**

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