

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0085 (Elementary)
0090 (Middle)
0081 (Alternative High School)
Pay Grade: C07

FLSA: Exempt

PCSB: 0100 (High School)
Pay Grade: C08

ASSISTANT PRINCIPAL

MAJOR FUNCTION:

This position is second only to the Principal in the administration of the school and serves as liaison between principal and other school personnel. This administrator assumes any duties assigned by the Principal and is fully responsible for the school program in the absence of the Principal.

DUTIES AND RESPONSIBILITIES:

Assists Principal in:

- Developing, implementing, and evaluating school philosophy, goals, and objectives reflecting district and state goals.
- Maintaining, ordering, and inventorying textbooks, materials, and equipment.
- Coordinating custodial procedures and initiating work orders for plan maintenance.
- Planning for and supervising school activities.
- Supervising student movement in all aspects of the program including cafeteria, time-out room, buses, crowd control, hall traffic.
- Planning for and scheduling facilities use.
- Planning, implementing, and evaluating the school instructional program based on student needs.
- Determining staffing needs including selection, supervision, staff development, and evaluation of all school personnel.
- Managing instructional budget.
- Maintaining records and completing necessary reports.
- Supervising pupil services (i.e. attendance, discipline, counseling).
- Developing and maintaining a positive school/community climate and safe and healthy environment.
- Implementing Pinellas County School Board Policies and Procedures as it relates to students, staff, and school community.

MINIMUM QUALIFICATIONS:

Master's degree. Certification in Administration and Supervision at the proper level:

Elementary - Certification in A/S (Elementary)

Exceptional Student - Certification in A/S (Elementary/Secondary)

Secondary - Certification in A/S (Secondary)

Vocational - Certification in A/S (Vocational Education Director)

Five (5) years related professional experience. Recommendation for the position from immediate supervisor. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 3/82; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98;
AP ALT HIGH SCH ADDED: 3/04.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ASSISTANT PRINCIPAL (ELEMENTARY, MIDDLE, ALT. HIGH SCH., & HIGH SCHOOL)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Principal - ADM