

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0082
Pay Grade: C08

FLSA: Exempt

ASSISTANT PRINCIPAL
INTERNATIONAL BACCALAUREATE PROGRAM

MAJOR FUNCTION:

This position reports to the Principal in the administration of the school. Serves as liaison between Principal, other school personnel and the International Baccalaureate Program. This administrator assumes any duties assigned by the Principal and is fully responsible for the Program in the absence of the Principal.

DUTIES AND RESPONSIBILITIES:

Assists Principal in:

- Coordinating the International Baccalaureate Program with the school's administration, staff, students, parents, the District Office and the offices of International Baccalaureate in New York and Geneva.
- Developing, implementing, and evaluating the Program's philosophy, goals, and objectives reflecting host school, district, and state goals.
- Selecting, training, supervising, and evaluating the Program staff.
- Overseeing site renovation as it relates to the Program needs.
- Developing and implementing staff development in the areas of curriculum writing and program development.
- Coordinating the admissions procedures with the District Office Admissions Committee, the host school, and prospective students and parents.
- Managing the Program's budget.
- Maintaining, ordering, and inventorying textbooks, materials and equipment as they relate to the Program.
- Planning, implementing and evaluating the Program's curriculum and master schedule within the host school.
- Coordinating the Program's curriculum with subject area supervisors and the Assistant Superintendent for Secondary Education.
- Maintaining records and completing reports (i.e., FTE reports) as they relate to the Program.
- Coordinating public information and public relations for and about the Program.
- Supervising pupil services (i.e., attendance, discipline, counseling) as they relate to the Program.
- Developing grants to supplement Program funding.
- Supervising of extracurricular activities of the host school.
- Enforces School Board policies and procedures as they relate to the Program, students, staff and host school.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree. Certification in Administration and Supervision at the secondary level. Five (5) years of related professional experience. Recommendation for the position from immediate supervisor. Demonstrated experiences in the development of curriculum materials and instructional strategies. Experience in teaching at the secondary level. 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.

ASSISTANT PRINCIPAL, INTERNATIONAL BACCALAUREATE PROGRAM

ISSUED: 2/75; REVISED: 3/82; NEW POSITION AND MQ's BOARD APPROVED: 3/9/83; REVISED 2/90 (TITLE ONLY) BMP; BOARD APPROVED 2/28/90; REVISED D & R ONLY 3/94 DLH; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

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, INTERNATIONAL BACCALAUREATE PROGRAM

<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 International Baccalaureate Program - ADM