

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0483  
Pay Grade: C08

FLSA: Exempt

**ASSISTANT PRINCIPAL,  
CENTER FOR ADVANCED TECHNOLOGIES**

**MAJOR FUNCTION:**

The Assistant Principal, Center for Advanced Technologies is responsible for the planning, coordination, management and operation of the Center for Advanced Technologies. This position serves as liaison between Principal, other school personnel and the Center for Advanced Technologies.

**DUTIES AND RESPONSIBILITIES:**

Assists Principal in:

- Coordinating the program for the Center of Advanced Technologies with the school's administration, staff, students, parents, and the District Office.
- Developing, implementing and evaluating the Center philosophy, goals and objectives reflecting host school, district and state goals.
- Selecting, training, supervising and evaluating the Center instructional and support staff.
- Overseeing site renovation as it relates to the Center needs.
- Developing and implementing staff development in the areas of curriculum writing and program development with the K-12 Academic Department.
- Coordinating the admissions procedures with the District Office Admissions Committee, the host school and prospective students and parents.
- Managing the Center's budget.
- Maintaining, ordering and inventorying textbooks, materials and equipment as it relates to the Center.
- Planning, implementing and evaluating the Center's curriculum and master schedule within the host school.
- Coordinating the Center's curriculum with subject area supervisors and the Assistant Superintendent for K-12 Academic Programs.
- Maintaining records and completing reports (i.e., FTE reports) as they relate to the Center.
- Coordinating public information and public relations for and about the Center.
- Supervising pupil services (i.e., attendance, discipline, counseling) as it relates to the Center.
- Developing grants to supplement Center funding.
- Implementing Pinellas County School Board Policies and Procedures as it relates to the Center, students, staff and the host school.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university. State certification in Administration and Supervision at the secondary level, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Five (5) years high school teaching experience in Mathematics, Science, or Computer Education; or five (5) years' administrative experience in a Mathematics, Science, or computer Education specialized school. Experience in teaching at the secondary level. Demonstrated experiences in the development of curriculum materials and instructional strategies. 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.

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ISSUED: 8/89 PBL; BOARD APPROVED: 8/23/89; TITLE REVISED: 10/91 PBL; BOARD APPROVED: 10/23/91; 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.

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<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

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