

Job Description			
Position:	Assistant Principal	Date Created:	5/30/2025
Department:	Administration	Job Type:	Full-Time
Reports To:	Principal	FLSA Category:	Exempt
Placement Schedule: Placement Schedule 2, Paygrade 28, 34 or 36 depending on level			

POSITION SUMMARY:

Under the general supervision of the Principal, the Assistant Principal helps to effectively administer the school's instructional programs and establishes and maintains an effective learning environment. The Assistant Principal may serve as the acting Principal as needed/directed.

KEY RESPONSIBILITIES:

- Assists the Principal in the administration of the school.
- Supervises and administers the school's instructional programs. Establishes and maintains an effective learning climate in the school.
- Establishes and maintains a favorable relationship with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Exerts leadership in the adaptation of the general educational program for schools in order to implement student assessed needs and community involvement into the curriculum.
- Supervises the instructional staff in the general educational program for schools in order to implement student assessed needs and community involvement into the curriculum.
- Assists in the recruiting, screening, training, hiring and assigning of school staff. Selects and recommends for employment and removal of all personnel to the school. Visits, observes and evaluates members of the school staff. Evaluates and counsels all staff members regarding job performance.
- Assumes responsibility for care, location and protection of all property assigned to the school.
- Provides for proper supervision, control and discipline of students. Assumes responsibility for the attendance, conduct, health and safety of students.
- Organizes and supervises the student activities program. Assumes leadership in direction of the school's athletic and extra-curricular activities. Attends special events held to recognize student achievement and school sponsored activities.
- Prepares and submits the school's budgetary request and monitors expenditures of funds. Allocates instructional monies to appropriate personnel. Assumes responsibility for all internal funds, as provided by law and regulations.
- Conducts staff meeting for all personnel. Keeps personnel informed of policy changes, new programs, job responsibilities and work schedules.
- Prepares an instructional manual annually for appropriate personnel.
- Keeps abreast of legal requirements and proposed changes. Provides advice to the Principal as to their effect on the school system. Maintains contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- Assists the Principal in organizational analysis and development.
- Prepares and submits applications, reports, schedules, surveys, projects, statements, etc., as required by the schools, district, state and federal agencies, and by the Principal and Board. Maintains complete and correct records as required by law, district policy and administrative regulations and directives by the Principal.
- Recommends policies and standards affecting school procedures. Assist in upholding and enforcing school rules, administrative regulations and Board policy.

Assistant Principal

- Evaluates annually the total school program and reports regularly to the Principal.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's degree in in Educational Leadership or related field of study.
- 2+ years prior experience in a school leadership or similar role with at least 5 years of prior teaching experience (preferred).
- Prior experience in a school or similar educational environment.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, students, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____