



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Assistant Principal II (APII) MJ - 11 month  
FLSA Status: Exempt  
Salary Grade, if non-union: School-Based Administrator - Assistant Pri  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

The Assistant Principal II will be able to provide additional staff to assist with the non-evaluative walk-throughs and other routine job functions of an existing Assistant Principal. This approach provides job-embedded experiences that ensure success as a school level Assistant Principal.

### Essential Functions of this Job

Assist with oversight and responsibility for school's instructional program, to include career education, and its results.  
Assist with oversight and responsibility for safety and discipline of school's students.  
Assist with oversight and responsibility for school's administration and operation.  
Assist with oversight and responsibility for school's property and physical plant.  
Serve on the leadership team providing oversight for the school's human resource selection, management and development.  
Assist with provision of leadership in the development or revision and implementation of the School Improvement Plan.  
Perform other related tasks as may be assigned by the Principal.  
Focus on evidence-based classroom instruction through walk-through and informal observation processes. (Formal observations will be conducted by the current Assistant Principal(s) and the Principal).  
Facilitate effective professional development.  
Secure and provide timely feedback to teachers so that feedback can be used to increase teacher professional practice.  
Provide structure for and monitor the school learning environment that improves learning for the school's diverse student population.  
Establish personal deadlines for self and the entire school.

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Manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.

Use of appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by practicing two-way communications, seeking to listen and learn from and building and maintaining relationships with students, faculty, parents, and community.

Manage a process of regular communications to staff and community keeping all stakeholders engaged in the work of the school.

Maintain high visibility at school and in the community.

Demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research.

Engage in professional development opportunities that improve personal professional practice and align with the needs of the school.

Performs other administrative duties as assigned.

#### Non-Essential Functions of this Job

Performs other duties as assigned.

#### Knowledge, Skills and Abilities:

Demonstrated behaviors related to each of the essential performance criteria for the position of a Florida School Leader as follows: Student Learning Results, Student Learning as a Priority, Instructional Plan Implementation, Faculty Development, Learning Environment, Decision Making, Leadership Development, School Management, Communication, and Professional and Ethical Behaviors.

Additional Requirements: APII (within the first year)

Participate in the Teacher Evaluator Certification.

Participate in specific job-embedded leadership professional learning to enhance individual skills in preparation to be better prepared as a school-based instructional leader.

Required participation in "Assistant Principal Induction Program."

Note: If selected the applicant must serve a minimum of one school year in the position to be eligible to apply for an Assistant Principal position.

#### Education, Experience and/or Certification/License Requirements

Membership in the Assistant Principal selection/appointment processes (AP Pool) according to the District L.E.A.D. Plan. Membership in the Assistant Principal Applicant Pool.

#### Minimum Qualifications:

Degree: Masters

Certification: Secondary Administration and Supervision, or Educational Leadership, or School Principal certification.

Experience: Five years successful teaching experience.

Other: 1. Membership in the Assistant Principal screening selection and appointment process outlined in the District L.E.A.D. Plan. 2. Membership in the Assistant Principal Pool.

#### Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet

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deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and some areas not environmentally controlled. Requires sitting for a portion of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 10241  
EEO5: 15  
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*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*