



# The School Board of Polk County

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

## Job Description

Position Title: Assistant Principal, Middle/Junior

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:

This position exists to assist the school principal in providing the vision and leadership necessary to develop and administer educational programs that optimize the human and material resources available. These programs will ensure implementation of learning processes for all students leading to enhanced student achievement within the context of providing a safe and successful school for students, staff, parents, and community in support of enhanced student learning.

### Essential Functions of this Job

Assists the school principal by providing leadership for and management of programs and processes related to instruction, school operations, personnel management, business management, student support services, student activities and community involvement. This includes, but is not limited to, responsibilities assigned by the principal which relate to the following:

- \* achieving results on the school's student learning goals and directing energy, influence, and resources toward data analysis for instructional improvement, development and implementation of quality standards-based curricula;
- \* demonstrating that student learning is their top priority through effective leadership actions that build and support a learning organization focused on student success;
- \* working collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs, and assessments;
- \* recruiting, retaining, and developing an effective and diverse faculty and staff;

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- \* focusing on evidence, research, and classroom realities faced by teachers;
- \* linking professional practice with student achievement to demonstrate the cause and effect relationship;
- \* facilitating effective professional development;
- \* monitoring implementation of critical initiatives;
- \* securing and providing timely feedback to teachers so that feedback can be used to increase teacher professional practice;
- \* providing structure for and monitoring of a school learning environment that improves learning for all of the school's diverse student population;
- \* employing and monitoring a decision-making process that is based on vision, mission, and improvement priorities using facts and data;
- \* managing the decision making process, but not all decisions, using the process to empower others and distribute leadership when appropriate;
- \* establishing personal deadlines for self and the entire school;
- \* using a transparent process for making decisions and articulating who makes which decisions;
- \* actively cultivating, supporting, and developing other leaders within the school, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders;
- \* managing the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment;
- \* effectively managing and delegating tasks and consistently demonstrating fiscal efficiency;
- \* understanding the benefits of going deeper with fewer initiatives as opposed to superficial coverage of everything;
- \* using 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;
- \* managing a process of regular communications to staff and community keeping all stakeholders engaged in the work of the school;
- \* recognizing individuals for good work;
- \* maintaining high visibility at school and in the community;
- \* demonstrating 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;
- \* engaging in professional development opportunities that improve personal professional practice and align with the needs of the school system;

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\* and, generating a professional development focus in their school that is clearly linked to the system-wide strategic objectives.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Assists the school principal by providing leadership for and management of programs and processes related to instruction, school operations, personnel management, business management, student support services, student activities and community involvement. This includes, but is not limited to, responsibilities assigned by the principal which relate to the following:

- \* achieving results on the school's student learning goals and directing energy, influence, and resources toward data analysis for instructional improvement, development and implementation of quality standards-based curricula;
- \* demonstrating that student learning is their top priority through effective leadership actions that build and support a learning organization focused on student success;
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- \* managing the decision making process, but not all decisions, using the process to empower others and distribute leadership when appropriate;
- \* establishing personal deadlines for self and the entire school;
- \* using a transparent process for making decisions and articulating who makes which decisions;
- \* actively cultivating, supporting, and developing other leaders within the school, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders;
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- \* demonstrating 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;
- \* engaging in professional development opportunities that improve personal professional practice and align with the needs of the school system;
- \* and, generating a professional development focus in their school that is clearly linked to the system-wide strategic objectives. Bilingual/biliterate preferred.

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

Master's Degree from an accredited educational institution. Certification in Educational Leadership, Administration, or Administration/Supervision. Successful completion of the district professional learning program for aspiring leaders, unless waived by the Superintendent. Minimum five (5) years effective teaching experience. Membership in the Assistant Principal Applicant Pool unless otherwise exempted as described in the screening, selection and appointment processes related to applying for open positions found in the district L.E.A.D. Plan.

Bilingual/biliterate preferred.

#### 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 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.

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Local Code: 9011  
EEO5: 15  
Approval Date: 2012-08-22  
Date Last Revised:

*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.*