



## **ASSISTANT PRINCIPAL CHARTER SCHOOLS**

### **CHARACTERISTICS OF THE CLASS**

Under the supervision of the Principal plans, organizes, administers, and directs all school activities and functions that are essential to the operation of a responsible, effective and efficient instructional environment designed to provide maximum opportunity for student academic and character growth.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assist Principal in:

1. Managing the total school facilities.
2. Identifying objectives each year and developing a plan for their attainment.
3. Explaining and executing policies, methods and procedures.
4. Interviewing and recommending appointments to faculty and staff vacancies and recommending continued employment or termination of active employees.
5. Observing and evaluating teacher performance and providing assistance to individual teachers in an effort to improve classroom instruction.
6. Developing and directing annual budget with expenditures that are based on each year's objectives and the school's Needs Assessment document.
7. Utilizing City budget materials and school developed records to monitor the expenditure of funds and insuring that they are expended in accord with accepted practices and procedures.
8. Ensuring effective management of internal accounts by providing training in the established practices and procedures for those handling internal funds, by interviewing and approving the purchase and payment for all goods and services rendered.
9. Supervising food and transportation services.
10. Maintaining school facilities as a safe environment.

11. Forming, supporting and working cooperatively with a school parent organization.
12. Conducting an annual review of the school's curriculum to insure appropriateness for student needs.
13. Developing an articulation program that will establish academic programs, extra and co-curriculum programs, curriculum planning and social adjustment.
14. Identifying and developing methods and plans to improve and enhance staff morale.
15. Arranging/conducting in-service activities and meetings.
16. Developing the school's master schedule.
17. Meeting and conferring with the faculty council.
18. Conferring with students, parents and staff to resolve issues and problems.
19. Directing the preparation of required records, reports and documents.
20. Developing a program of public relations, which includes continuous information to parents via correspondence, newsletters and conferences.
21. Administering all employee contracts to insure adherence to all provisions.
22. Performing other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

**NOTE:**

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

- A. Training and Experience:
  1. Possess a Master's Degree with either a valid Florida certification in Elementary Education Administration and Supervision or certification in Education Leadership.
  2. Valid Florida teaching certificate.
  3. Four (4) years appropriate teaching experience.

4. Three (3) years administrative experience.

B. Knowledge, Abilities and Skills:

1. Knowledge of applicable State and Federal laws regarding Charter Schools and Education.
2. Knowledge of personnel administration and related laws, rules, regulations and practices.
3. Knowledge of the school's rules, regulations and policies.
4. Knowledge of modern education management methods and practices.
5. Ability to coordinate a wide range of activities and programs.
6. Ability to plan, assign, direct and evaluate the work of subordinates.
7. Ability to communicate clearly, orally and in writing.
8. Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, officials and the general public.
9. Ability to make complex decisions and interpretation in accordance with established rules, policies and regulations.
10. Ability to communicate information tactfully and impartially.
11. Ability to maintain important information tactfully and impartially.
12. Skill in dealing courteously and effectively with the public.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9