

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

ASSISTANT PRINCIPAL FOR GIFTED SERVICES
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Required Qualifications:

- Master's Degree
- Hold Florida Certification in Educational Leadership or School Principal
- Minimum of three (3) years successful teaching experience and/or five (5) years of experience pertaining to gifted education in an academic setting
- Gifted Endorsement or Gifted Endorsement pending successful coursework completion
- Knowledge of current gifted research, curriculum and instructional pedagogy
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Development and coordination of class schedule and school activities, including the gifted population
- Collaborate with administration and staff in writing, implementing and monitoring the School Improvement Plan, with emphasis on the gifted program
- Be responsible for implementing and monitoring the gifted curriculum
- Be responsible for implementation of processes designed to identify gifted students
- Coordination and oversight of materials and methods for teaching the gifted
- Develop and continuously monitor curriculum standards for effectiveness of differentiated instruction
- Implement professional development opportunities for teachers
- Assist the principal in the overall administration of the school
- Assume responsibility of the principalship in the absence of the principal
- Assist with support, supervision and evaluation of staff as requested by the principal
- Coordinate the Education Plan (EP) development
- Facilitate knowledge related to education plan (EP) development to ensure consistency in meeting student needs, district goals and all State Department mandates
- Create, implement, and facilitate collaboration of all stakeholders
- Work with teachers to increase student achievement scores on standardized tests
- Conduct ongoing professional development to educate school staff, and parents on current practices related to gifted education
- Assure that parents are informed of student progress through continuous communication
- Assist with maintaining the safety of students, staff and the school
- Use a systematic process to receive and provide feedback about the progress of work being done
- Establish open and effective communication with staff, PTA, School Advisory committees and community groups to increase involvement, provide information and coordinate efforts to meet school goals

- Consider multiple perspectives and utilizes available data when making decisions or recommendations for program changes and development
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

- 11-month employment
- Additional summer days may be approved by the School Board

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

73011

Board Approved: 09/02/08

Revised: 01/20/09, 05/17/11, 09/06/11