

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

ASSISTANT PRINCIPAL

Required Qualifications:

- Master's Degree required
- Hold Florida certification in Educational Leadership or School Principal
- Minimum of three (3) years of successful teaching experience
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Assist in the development and coordination of class schedules and school activities
- Collaborate with administration and staff in writing, implementing and monitoring the School Improvement Plan
- Assist with implementing and monitoring the curriculum
- Assist in monitoring and maintaining student discipline throughout the school
- 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
- Use group process skills to enable staff members to work together effectively
- Work with teachers to increase student achievement scores on standardized tests
- Assist with maintaining the safety of students, staff and the school plant
- 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 utilize 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:

10, 11 or 12-month assignment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Elementary – 73008 Middle – 73009 High – 73010 Other – 73011

Revised: 03/00, 01/20/09, 03/03/09, 05/17/11, 09/06/11