



Job Description: Assistant Principal
Reports to: Principal
Terms of Employment: 12-month position
Status: Full Time, Exempt

Primary Purpose: The Assistant Principal assists the Principal in the execution of the academic vision and strategic direction of the school. They support and hold leaders and teachers responsible for academic results. He/She assists the principal in providing vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources, including time and space, available for a successful and safe school program for students, staff and community.

EDUCATION AND EXPERIENCE:

- Master's degree required.
- Current Florida certification in Educational Leadership.
- 3+ years of experience in School Leadership.
- Previous experience in a K-12 Charter School preferred.

MAIN RESPONSIBILITIES:

- Assists the principal in the overall administration of the school and serves as principal in the absence of the regular principal.
- Assists the principal in establishing and maintaining an effective learning culture.
- Assists the principal in the design and implementation of educational programs that meet the needs of the school.
- Coordinate with principals and headquarters staff to assist in defining and enforcing school policies and guidelines for students, staff, and faculty.
- Assists the principal in facilitating services for all students in the school.
- Participates, in school-level activities to design educational philosophy and goals which maximize student growth and potential.
- Assists the principal in conducting an on-going assessment of the educational program in the assigned school, including the strengths and areas in need of improvement; the analysis of test results, attendance records, discipline reports; feedback from students, staff, administrators and parents; and other formal and informal data.
- Assists the principal in the conducting interviews with potential staff members when needed.
- Assists the principal in utilizing the resources of the school and community to enhance the educational program

****MAY PERFORM OTHER DUTIES AS ASSIGNED****

QUALIFICATIONS:

- Demonstrates the ability to lead people and get results through others.
- Has the ability to think ahead and plan over a 1-2 year time span.
- Has the ability to organize and manage multiple priorities.
- Possesses problem analysis and problem resolution at both a strategic and functional level.
- Collaborates to establish and manage the school's budgets and resources, including negotiating variances and related reporting.
- Possesses strong customer and student orientation.
- Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening), Negotiating and Influencing.
- Has experience leading high-performance teams and is a strong team player.
- Has a strong track record for analyzing complex problems/issues, identifying patterns and recommending creative solutions
- Possesses a broad conceptual perspective and forward-thinking on business issues and their long-term impact on the business unit, the finance function, and the firm. Ability to systematically analyze complex issues and data.
- Is proactive and takes initiative. Thinks creatively. Drives projects to completion. Insists on the highest level of quality.

MENTAL DEMANDS:

- Maintain emotional control under stressful situations.
- Work with frequent interruptions

PHYSICAL DEMANDS:

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling.
- Requires sitting, standing, running, walking, use of stairs, and moving about during the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds

San Jose Schools believes that our staff will represent our core values of high expectations, growth mindset, commitment to team, trust, joy, and sustainability. We search for established professionals who embody them.

- High Expectations: staff demonstrate a commitment to working with our San Jose Schools students
- Growth Mindset: we believe that every member at San Jose Schools can learn more, become smarter, or be more effective if they work hard and persevere. Staff have the desire and humility to receive and implement feedback to improve their practice.
- Commitment to Team: we are in this work together. Staff believe that greater success comes from working together as a team. For our students to reach their potential, our team must take great care of our students and each other.

San Jose Schools is committed to a policy of equal treatment for all individuals applying for employment at our schools. San Jose Schools do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation or national or ethnic origin or any other basis prohibited by law.