

**Leon County Public Schools
Classification Specification**

Salary Grade 24

Summary Information:

Classification Title: Assistant Principal

Date Prepared: 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

700	Staff Development and Training	Responsible for assuring all staff development and training needs are provided.
702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
703	Discipline	Discipline students referred from teachers and staff. Confer with parents/agency representatives regarding discipline cases.
704	Course Scheduling	Coordinate and schedule appointments, class schedules, room assignments, test dates, counseling, etc. Develop and distribute course listing. Maintain calendar as necessary to track such appointments.
705	Health	Responsible for the clinic, student health, dispensing of medication, and transportation to hospitals.
706	Facilities	Responsible for all federal, state and local standards for health and safety (including, OSHA, etc.), maintenance of building and grounds, renovation and alteration to facility and safety. On call 24 hours a day.
707	Facilities Inspection	Visit classrooms and periodically review all areas of the building and grounds.
708	Property and Inventory	Responsible for the proper care, storage, and inventory of all school property. Additionally, responsible for the allocation of all school property within the school facility
709	School and/or Advisory Meetings	Attend meetings involving groups such as staff, other administrative personnel, etc., that are <u>non instructional</u> in nature and content.
710	Teacher Conferences	Meet with teachers regarding classroom management, student behavior, district programs, or other school matters that are <u>instructional</u> in nature and content.

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Activity Name (cont.)		
711	School Planning	Assist with planning and preparation for school, including enrollment, staff orientation, etc.
712	Academic/Vocational Department Management	Manage or coordinate the activities of an academic/vocational department or grade level(s). Develop department goals and objectives, operating procedures, organization structure and plan and organize the work of subordinates.
714	Student Scheduling	Schedule students for special programs, screening, testing, etc.
715	Schools Document Processing	Complete and process applications or forms for such items as lunch tickets and free lunch forms.
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
717	Other School Reports	Prepare periodic reports which involve compiling and/or reporting such items as student-teacher ratios and other similar subjects.
721	Legal and Security Work	Handle processing for truancy and law violation matters; investigate drug and theft problems.
722	District Committees	Serve on all district committees as required
724	Grants Writing	Responsible for obtaining additional grant funds.
726	SIU Reports, Crime, Acts of Violence	Responsible for weapons searches, drug searches, maintenance of a violence free environment, internal investigation reports, and the reporting of crime to the local police.
728	Transportation	Supervise and monitor all student transportation services.
729	Student Activities	Monitor and supervise all extra curricular student activities such as athletic events, clubs, dances, and field trips.
736	After School Care	Supervise all after school care programs.
731	Purchasing	Conduct all purchasing, vendor coordination, contract negotiation
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	M.A. degree with three years related experience; and Appropriate educational certification/license
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003