



Assistant Principal of Instructions Job Description

Job Title: Assistant Principal of Instructions

Reports to: Principal

Position Summary:

The Assistant Principal supports the school principal in the overall management and administration of the school, with a primary focus on instructional leadership, student services, and the day-to-day operational aspects of the school. This role includes assisting with the development, implementation, and evaluation of curriculum and instructional programs while ensuring alignment with state and district standards. The Assistant Principal helps maintain a safe, inclusive, and engaging learning environment for all students, fosters positive relationships with staff, students, and parents, and ensures the school operates efficiently and effectively.

Key Responsibilities:

Instructional Leadership and Support:

- Assist the principal in overseeing the development, implementation, and evaluation of curriculum and instructional programs, ensuring alignment with state standards, district expectations, and best practices.
- Collaborate with teachers to ensure high-quality instruction, monitor classroom effectiveness, and support professional development.
- Foster a culture of continuous improvement by helping to identify areas for instructional enhancement, providing feedback, and promoting innovative teaching strategies.
- Support the use of student performance data to inform instructional decisions and track progress toward academic goals.

Student Services and Discipline:

- Assist with the management of student behavior and discipline, ensuring adherence to school policies and district guidelines.
- Work with students, parents, and faculty to resolve conflicts, mediate disputes, and ensure a safe and supportive school climate.
- Support the development and implementation of student support services, including counseling, academic interventions, and special education services.
- Collaborate with staff to address the needs of at-risk students and ensure they receive appropriate academic, behavioral, and emotional support.

Staff Support and Development:

- Assist in the recruitment, evaluation, and professional development of school staff, including teachers, support staff, and other personnel.



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- Foster a positive, professional working environment by encouraging staff collaboration, growth, and accountability.
- Provide mentorship and guidance to new and less experienced staff members to help them develop their skills and ensure alignment with school goals.

Operations and Administration:

- Assist the principal in managing day-to-day school operations, including scheduling, budgeting, and facility management.
- Ensure the school environment is safe, orderly, and conducive to learning, managing physical spaces, maintaining cleanliness, and ensuring student safety.
- Help coordinate school events, extracurricular activities, and programs that promote student engagement and foster a positive school culture.
- Support the development and implementation of policies and procedures to ensure the smooth operation of the school.

Community and Parent Engagement:

- Foster strong communication between the school, parents, and the community, serving as a liaison between all stakeholders.
- Assist in organizing and conducting parent meetings, conferences, and events that support family involvement and student success.
- Work collaboratively with community organizations, businesses, and local agencies to enhance educational opportunities and resources for students.

Compliance and Reporting:

- Ensure the school complies with all local, state, and federal regulations, including those set by the Florida Department of Education (FDOE) and district policies.
- Maintain accurate records related to student performance, staff evaluations, and other administrative data.
- Assist the principal in preparing reports and data for district-level and state-level assessments and accountability measures.

Professional Development:

- Participate in ongoing professional development to stay current with educational trends, leadership strategies, and state and federal requirements.
- Collaborate with colleagues and district leaders to share insights and implement best practices for school improvement.
- Perform other duties as assigned by the principal or district administration to support the overall success of the school.

Qualifications:



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- Master's degree in Educational Leadership, Administration, or a related field.
- Valid Florida Professional Educator's Certificate in Educational Leadership.
- At least 3-5 years of experience in education, with a demonstrated track record of effective teaching and leadership.
- Experience in a supervisory role, with a focus on curriculum development, staff management, and student services.

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- In-depth knowledge of the principles, practices, and methods of educational leadership, including curriculum implementation, school operations, and student achievement strategies. Knowledge of state and federal educational laws, regulations, and policies, including those set by the Florida Department of Education (FDOE) and Florida Principal Leadership Standards (FPLS). Familiarity with educational assessment tools and data analysis techniques to monitor and evaluate student progress and school performance.
- A comprehensive understanding of curriculum development and instructional strategies to support student achievement across various grade levels and disciplines. Knowledge of Florida State Standards (NGSSS) and other relevant frameworks guiding K-12 education in Florida. Understanding of the integration of technology into the curriculum and instruction to foster a 21st-century learning environment.
- Knowledge of school operations, including budget planning, resource management, and facility maintenance, ensuring an effective and efficient school environment. Familiarity with health and safety protocols, emergency preparedness, and the implementation of best practices for maintaining a safe and conducive learning environment.
- Knowledge of human resources practices related to staffing, recruitment, evaluation, and professional development of school personnel. Familiarity with student services, including discipline, counseling, and support services to ensure student success.
- Knowledge of effective communication strategies to engage families, staff, students, and the broader community in the educational process. Familiarity with building partnerships with community organizations, businesses, and local government to enhance educational opportunities and student success.

Skills:

- The ability to assist in providing visionary leadership and make data-informed decisions to drive continuous school improvement and student achievement. Skilled in supporting the principal in making decisions that promote an effective learning environment.
- Exceptional written and verbal communication skills to effectively convey information to students, parents, faculty, and external stakeholders. Strong interpersonal skills to develop and maintain positive relationships with students, parents, staff, district leadership, and the broader community.
- Skilled in providing instructional leadership and support, including assisting with teacher evaluations, mentoring staff, and fostering professional growth. The ability to collaborate with faculty to implement best practices in teaching and learning across all subject areas.



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- Proficient in managing conflict and mediating disputes between staff, students, and parents to ensure a positive and productive school climate. Strong problem-solving skills to identify issues early and develop effective solutions that address the needs of the school community.
- The ability to assist in the development and implementation of school policies, ensuring compliance with state, district, and school-level standards. Proficiency in organizational and time management skills to handle the multiple demands of school administration.

Abilities:

- The ability to assist in developing, implementing, and evaluating strategic plans to improve school performance and ensure alignment with the district's goals and the Florida Department of Education standards.
- The ability to foster an inclusive school culture that respects diversity, supports equity, and provides opportunities for all students to succeed. The ability to promote an environment of acceptance and understanding for students and staff of various backgrounds and experiences.
- The ability to use qualitative and quantitative data to assess school performance, identify areas for improvement, and guide instructional practices. Skilled in supporting the use of student data to inform curriculum adjustments and measure academic progress, ensuring all students achieve their potential.
- The ability to integrate innovative instructional technologies and strategies that enhance learning experiences and student engagement. Skilled in creating and promoting a technology-rich learning environment that prepares students for the future.
- The ability to foster a collaborative school environment where all stakeholders—teachers, students, parents, and staff—work together toward shared educational goals. The ability to assist the principal in building and maintaining strong teams, facilitating collaboration across departments and grade levels to achieve school-wide success.

Physical Requirements:

Ability to stand, walk, and move around the school campus for extended periods. Ability to lift and carry materials up to 25 pounds. Dexterity to operate office equipment, including computers, phones, and other technology systems. Ability to manage the physical demands of overseeing school events, including walking through classrooms, observing lessons, and monitoring school activities. Capacity to handle stress and maintain a calm, professional demeanor during high-pressure situations, including school emergencies.

Equal Employment Opportunity

TPA is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all qualified individuals, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We ensure that all employment decisions are made without discrimination. For additional information regarding



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your rights as an applicant, please refer to the U.S. Equal Employment Opportunity Commission poster.

Conviction History Background Check

This position requires fingerprinting and a background check due to the nature of the responsibilities. TPA is an equal opportunity employer and considers applicants with conviction histories. We review all background information within the context of the job requirements. Employment may be contingent upon the successful completion of the background check.

Misconduct Disclosure Requirement

As part of the employment process, the final candidate who accepts a conditional offer of employment will be required to disclose any final administrative or judicial decisions within the past seven years that found them responsible for misconduct. Additionally, candidates must disclose if they have received notice of allegations or are currently under investigation in any administrative or disciplinary proceedings involving misconduct, or if they left a previous position while under investigation or after receiving notice of such allegations.

"Misconduct" is defined as any violation of workplace policies or laws, including but not limited to sexual harassment, sexual assault, other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the applicant's previous employer. For reference, our institution adheres to policies that address these behaviors.

Job Description Disclaimer

This job description is intended to provide a general overview of the responsibilities and qualifications for the Assistant Principal of Instructions role. It is not an exhaustive list of all duties and may change at any time, with or without notice.