



## St. Johns Classical Academy

*Learn the True, Do the Good, Love the Beautiful*

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### **Assistant Principal**

The assistant principal is responsible directly to the Principal.

#### **Qualifications:**

- Holds a Florida certification in Educational Leadership K-12 or School Principal
- Masters Degree
- A minimum of five years of successful teaching experience
- Certification in Exceptional Student Education preferred

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Assume all administrative duties in absence of the principal/vice principal.
2. Assists the principal in the in the general governance and leadership of a school.
3. Assist in oversight of school operations
4. Collaborate with the principal on curriculum decision making
5. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior
6. Conduct discipline and suspension hearings in accordance with established school and district procedures, ensuring due process.
7. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
8. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
9. Monitoring and reporting of student attendance and in investigating truancy. Attend court proceedings when necessary.
10. Counsel students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
11. Establish a professional rapport with students and with staff that earns their respect.
12. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
13. Point of contact for at-risk and special education students who require interventions.
14. Serves as main point of contact and supervisor of special education.
15. Serves as main point of contact for all special education resource services (i.e. staffing specialists, speech, OT, gifted, etc...)
16. Assists principal with new teachers' certification and mentoring program.
17. Observes and evaluates school personnel
18. Other duties as assigned by the principal