



Assistant Principal Job Description

Job Purpose:

We are seeking a dedicated and passionate Assistant Principal to join our leadership team at Orlando Science Charter School K-8. As a vital member of our administrative staff, you will play a crucial role in supporting the principal in creating a dynamic and nurturing learning environment that fosters academic excellence, social-emotional well-being, and equity for all students. You will collaborate with faculty, staff, parents, and the community to implement a comprehensive educational program aligned with Florida standards and our school's vision.

Responsibilities:

Qualifications:

- Bachelor's degree from an accredited institution.
- Master's degree in educational leadership or related field is preferred.
- Minimum of 3 years of experience in a school setting (preferably at the assistant principal level)
- Florida Educator's Certificate with Principal endorsement is preferred.
- Demonstrated commitment to upholding ethical conduct and adhering to professional standards
- Understanding and commitment to the rights and well-being of all students.
- Strong moral character and leadership integrity.
- Understanding of current educational trends and best practices
- Ability to work effectively with diverse stakeholders
- Experience in a K-8 charter or public school is preferred.
- Proven track record of supporting academic achievement and closing achievement gaps is preferred.
- Experience in implementing school improvement initiatives is preferred.
- Strong interpersonal and relationship-building skills.
- Ability to motivate and inspire staff and students is preferred.

Knowledge:

Vision and Mission:

- Collaborate in developing, communicating, and implementing the school's vision, mission, and core values.
- Contribute to data-driven decision-making to optimize instruction and student outcomes.
- Recognize and celebrate achievements towards the school's goals.

School Operations, Management, and Safety:

- Assist in managing fiscal resources responsibly and ethically.
- Collaborate in scheduling and personnel assignments to maximize student learning.
- Utilize data and technology to improve operational efficiency and safety.
- Promote effective conflict resolution and communication practices.
- Collaborate in developing and maintaining safe and secure learning environments.
- Assist in implementing strategies to reduce chronic absenteeism and suspensions.

Student Learning and Continuous School Improvement:

- Support the implementation of systems that foster high expectations for student growth.
- Ensure alignment between school goals, instruction, and state standards.
- Collaborate on developing evidence-based interventions, acceleration, and enrichment plans.
- Analyze data to inform instructional decisions and address achievement gaps.
- Utilize progress monitoring systems to track student learning and inform coaching practices.
- Promote and support the implementation of the Florida Educator Accomplished Practices.

Learning Environment:

- Collaborate in creating a safe, respectful, and student-centered learning environment.



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- Facilitate a positive climate for learning and address student misconduct fairly.
- Provide timely and actionable feedback to instructional personnel.
- Support teachers in recognizing and responding to diverse student needs.

Recruitment and Professional Learning:

- Assist in hiring and retaining qualified and diverse instructional personnel.
- Engage in self-directed professional learning and seek feedback for continuous improvement.
- Collaborate in identifying and addressing personnel needs for professional development.
- Develop and implement a school-wide professional learning plan based on data and needs.
- Provide differentiated opportunities for growth and foster a collaborative learning culture.
- Evaluate professional learning impact on student outcomes.

Building Leadership Expertise:

- Build positive relationships with school and teacher leaders to enhance instructional practices.
- Cultivate a diverse group of emerging teacher leaders.
- Equip teacher leaders with necessary skills and hold them accountable.
- Design and provide mentoring opportunities for new personnel.

Meaningful Parent, Family, and Community Engagement:

- Value and engage with the community's diverse resources and perspectives.
- Model and promote respectful communication with all stakeholders.
- Ensure high visibility and accessibility for open communication.
- Recognize and celebrate contributions from parents, students, and community members.
- Utilize technology and other forms of communication to build partnerships with families.

Professional and Ethical Norms:

- Uphold and model ethical conduct and adhere to all professional standards and regulations.
- Champion the rights and well-being of all students and promote individual freedom.
- Act with integrity and accountability in all aspects of leadership.

- **Florida Educational Landscape:**

- Comprehensive understanding of Florida educational standards, curriculum frameworks, and assessment systems.
- Knowledge of state and federal education regulations and policies.
- Awareness of current educational trends and best practices.

- **School Operations and Management:**

- School finance and budgeting principles.
- Effective scheduling and staffing strategies.
- Data analysis and interpretation for evidence-based decision-making.
- Technology applications in education and administration.
- Legal and ethical responsibilities of school administrators.

- **Curriculum and Instruction:**

- Aligned instructional content and pedagogy with standards and student needs.
- Differentiated instruction and intervention strategies.
- Effective curriculum development and implementation processes.
- Assessment practices and data-driven improvement cycles.

- **Student Development and Well-being:**

- Positive behavior support and intervention strategies.
- Social-emotional learning (SEL) frameworks and practices.
- Culturally responsive pedagogy and equity principles.
- Child development and learning theories.



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Skills:

- **Leadership and Vision:**
 - Setting clear goals and expectations for the school community.
 - Collaborative leadership style and team building skills.
 - Motivating and inspiring staff and students.
 - Effective communication and interpersonal skills.
 - Fostering a positive and inclusive school climate.
- **Data-Driven Decision Making:**
 - Collecting, analyzing, and interpreting student data.
 - Identifying trends and areas for improvement.
 - Utilizing data to inform instructional decisions and interventions.
 - Monitoring progress and evaluating effectiveness.
- **Problem-Solving and Conflict Resolution:**
 - Identifying and addressing complex issues effectively.
 - Facilitation and mediation skills.
 - Critical thinking and decision-making abilities.
 - Creative problem-solving approaches.
- **Communication and Collaboration:**
 - Clear and concise written and verbal communication.
 - Active listening and empathy skills.
 - Collaborating effectively with diverse stakeholders (staff, parents, students, community).
 - Building and maintaining positive relationships.
- **Project Management and Organization:**
 - Ability to plan, organize, and prioritize tasks effectively.
 - Meeting deadlines and managing multiple projects simultaneously.
 - Delegation and time management skills.

Abilities:

- **Culturally Responsive:**
 - Understanding and valuing diverse backgrounds and perspectives.
 - Creating inclusive learning environments for all students.
 - Building trust and rapport with diverse stakeholders.
- **Lifelong Learner:**
 - Open to new ideas and continuous improvement.
 - Seeking and engaging in professional development opportunities.
 - Willingness to adapt and embrace change.
- **Tech Savvy:**
 - Proficient in using technology for data analysis, communication, and administration.
 - Staying informed about educational technology trends.
- **Resilient and Flexible:**
 - Ability to handle pressure and adapt to changing situations.
 - Maintaining a positive attitude and problem-solving approach.
 - Strong work ethic and dedication to student success.

PHYSICAL REQUIREMENTS:

- Ability to walk, sit, and stand for extended periods throughout the day, navigating various school environments (classrooms, hallways, etc.).



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- Ability to clearly and effectively communicate (talk, listen, and ask questions) with students, staff, and parents in a professional and respectful manner. This includes the ability to convey (express) detailed or important spoken instructions accurately and appropriately.
- Ability to perceive speech and other environmental sounds at normal loudness levels in order to effectively communicate, receive instructions, and maintain safety awareness.
- Ability to see clearly at a distance sufficient to read numbers and text, operate equipment, and inspect materials necessary for the job duties.
- May require climbing stairs or accessing elevated areas for inspections or supervision.
- Ability to participate in physical activities with students during events or recess (optional but encouraged).
- Ability to operate a computer and other office equipment efficiently.
- Fine motor skills for writing, signing documents, and manipulating materials.
- Ability to read and review documents clearly.
- Ability to bend, kneel, or crouch may be required in certain situations, such as assisting students or observing classroom activities.
- Ability to observe and monitor student activity effectively.
- Ability to understand verbal communication in various settings (meetings, classrooms, etc.).
- May occasionally need to lift and carry light objects (books, materials, etc.).
- School environments can be noisy and stimulating. The ability to tolerate these conditions is essential.

EQUAL EMPLOYMENT OPPORTUNITY:

Orlando Science Schools is committed to providing equal employment opportunities and employs all qualified persons without regard to race, color, religion, age, sex, national origin, disability, or any other classification protected by federal, state, or local laws.

JOB DESCRIPTION DISCLAIMER:

The duties and responsibilities specified are not a thorough list and additional tasks may be assigned to the employee from time to time as required by business necessity.