

MARCO ISLAND CHARTER MIDDLE SCHOOL



JOB DESCRIPTION

TITLE:

Assistant Principal (A.P.)

SUMMARY:

This position exists to assist the C.E.O./Principal in discharging the many duties and programs that are required to operate a “high performing public charter school” in the State of Florida. The primary area of responsibility is overseeing the Academic Program of the school by: Building a Master Schedule, Scheduling the Students, Conducting Teacher Evaluations, Coordinating and Administering both the FSAs and the EOCs and Developing the Curriculum and Instruction for the school.

SUPERVISION:

The Assistant Principal will report to and receive supervision and direction from the C.E.O./Principal.

GENERAL RESPONSIBILITIES:

The Assistant Principal is the Chief Academic and Operational Officer when the C.E.O./Principal is unavailable.

The A.P. assists the C.E.O./Principal with:

1. organizing and delivering the Academic program of the school,
2. providing guidance and instruction to the faculty and students,
3. discharging the duties associated with the State of Florida assessment program.

SPECIFIC RESPONSIBILITIES

The Assistant Principal assists the C.E.O./Principal by:

1. Providing Leadership in the school’s Academic Program
2. Building the Master Schedule and scheduling students, teachers, and room assignments
3. Overseeing the Exceptional Student Education (ESE and Gifted) program as well as the school’s 504 and English Language Learner (ELL) programs
4. Communicating with Parents with regards to concerns that the School has about a student’s academic performance and conferring with the parent who has met with the student’s teacher and received no satisfactory response (as interpreted by the parent) or solution to their child’s poor academic performance
5. Offering Staff Development exercises, programs, materials, etc.
6. Evaluating Teachers using an approved Teacher Evaluation process (currently Marzano)