

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0163
Pay Grade: C08

FLSA: Exempt

ASSISTANT PRINCIPAL / COORDINATOR - MAGNET PROGRAM(S)
HIGH SCHOOL

MAJOR FUNCTION:

The Assistant Principal/Coordinator - Magnet Program(s) is responsible for the planning, implementation, management and operation of Magnet Program(s) in the host school. This position serves as liaison between Principal, other school personnel and the Magnet Program.

DUTIES AND RESPONSIBILITIES:

Assists Principal in:

- Coordinating the Magnet Program with the school's administration, staff, students, parents, and the District Office.
- Developing, implementing and evaluating the Magnet Program's philosophy, goals and objectives reflecting host school, district and state goals.
- Selecting, training, supervising and evaluating the Magnet Program instructional and support staff.
- Overseeing site renovation as it relates to the Program needs.
- Developing and implementing staff development in the areas of curriculum writing and program development with the Pre K-12 Academic Department.
- Coordinating the admissions procedures with the District Office Admissions Committee, the host school and prospective students and parents.
- Managing the Program's budget.
- Maintaining, ordering and inventorying textbooks, materials and equipment as it relates to the Program.
- Planning, implementing and evaluating the Program's curriculum and master schedule within the host school.
- Coordinating the Program's curriculum with subject area supervisors and the Assistant Superintendent for Pre K-12 Academic Programs.
- Maintaining records and completing reports (i.e., FTE reports) as they relate to the Program.
- Coordinating public information and public relations for and about the Program.
- Supervising pupil services (i.e., attendance, discipline, counseling) as it relates to the Program.
- Developing grants to supplement Program funding.
- Implementing Pinellas County School Board Policies and Procedures as it relates to the Program(s), students, staff and the host school.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university. State certification in Administration and Supervision at the elementary or secondary level, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Five (5) years teaching experience at the grade level of program focus, with a demonstrated interest in the program curriculum topic; or five (5) years administrative experience at the grade level of program implementation. Demonstrated experiences in the development of curriculum materials and instructional strategies. Recommendation for the position from immediate supervisor. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ASSISTANT PRINCIPAL, COORDINATOR-MAGNET PROGRAMS HIGH SCHOOL

ISSUED: 2/93 BMP; BOARD APPROVED: 2/24/93; REVISED 7/93 (TITLE); BOARD APPROVED: 8/11/93; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ASSISTANT PRINCIPAL, COORDINATOR-MAGNET PROGRAMS HIGH SCHOOL

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Principal, Coordinator-Magnet Programs - ADM