

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0482
Pay Grade: C08

FLSA: Exempt

**ASSISTANT PRINCIPAL,
ARTISTICALLY TALENTED PROGRAM**

MAJOR FUNCTION:

The Assistant Principal, Artistically Talented Program provides leadership in the continued development and operation of this program. This administrator serves as liaison between the Principal and other school personnel, as well as liaison between the artistically talented program, all high schools served by the program, the community and professional arts groups.

DUTIES AND RESPONSIBILITIES:

- Assists Principal in developing, implementing and evaluating the philosophy, goals and objectives of both the school and the artistically talented program reflecting district and state goals.
- Maintains liaison with the advisory committees and works with staff members and lay persons to identify community interests and needs in course offerings.
- Provides leadership in the development and implementation of the curriculum for the artistically talented program which will include year-long experiences appropriate for the student.
- Determines staffing needs including selection, supervision, staff development and evaluation of all personnel of the artistically talented program.
- Provides leadership in coordinating the identification of and the audition procedures for student admission.
- Acts as chief fiscal agent of program.
- Maintains records and completes necessary reports.
- Serves as consultant in facility planning regarding production and performance.
- Supervises and coordinates activities and their scheduling.
- Coordinates preparation of grant applications and solicits and implements use of revenue from other funding sources.
- Provides leadership in locating and coordinates the implementing of special program provided by outside agencies.
- Assists instructors in the selection, acquisition and use of materials and equipment.
- Confers with the Principal in coordination with the Registrar in developing the master schedule that integrates with the regular high school curriculum.
- Provides media in the public relations program to be utilized in conjunction with the staff.
- Implements all School Board policies and specifically, supervises compliance in the procedures unique to the artistically talented program.
- Confers with art, music (dance) and drama, supervises on matters concerning each discipline's curriculum, scheduling, facilities, personnel, staff development and instructional materials and equipment.
- Maintains a professional relationship with all fine arts teachers in order to establish articulation between the school programs and the ATP program.
- Performs other related work, as required.

MINIMUM QUALIFICATIONS:

Master's degree. Certification in Administration and Supervision at the secondary level. Five (5) years of related professional experience. Recommendation for the position from immediate supervisor. Experience in teaching at the secondary level in one or more of the fine arts. 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.

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ISSUED: 3/83; BOARD APPROVED: 3/9/83; REVISED: 9/87 BMP; BOARD APPROVED: 9/23/87;
FORMAT REVISED: 7/88; TITLE REVISED: 10/91 PBL; BOARD APPROVED: 10/23/91; 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, ARTISTICALLY TALENTED PROGRAM

<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				

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