



Classification Description

Job Title: Assistant Principal, FSWCHS

Pay Grade: FSWCHS Schedule

Job Code: 6301 (Charlotte)

FLSA Status: Exempt

Job Purpose

The Assistant Principal, FSWCHS, provides strategic and operational leadership to support the effective administration of an assigned Florida SouthWestern Collegiate High School. This position assists the Principal in fostering a safe, student-centered, and academically rigorous learning environment that promotes student achievement, engagement, and continuous improvement. Responsibilities include supporting instructional leadership, staff supervision and evaluation, student discipline and support services, school operations, compliance with applicable policies and regulations, and coordination of school activities and programs. The Assistant Principal collaborates with faculty, staff, students, parents, College personnel, and community stakeholders to advance the mission, goals, and educational objectives of the Collegiate High School while ensuring operational efficiency, effective communication, and a positive school culture. This is a College Administrator position with annual contract.

General Responsibilities

Essential Functions

Assists the Principal in the overall administration and operation of the school.

Assumes full responsibility for the high school when the Principal is absent from the building.

Implements Board of Trustees policies, School Board policies, State statutes, and Federal regulations as they pertain to the school.

Implements District guidelines for proper student conduct and disciplinary procedures and policies that assure a safe and orderly environment.

Provides supervision while maintaining visibility throughout the campus, the school building, and the classrooms.

Coordinates and/or assists with transportation, custodial, cafeteria, and other support services.

Cooperates in conducting safety inspections and safety drill activities.

ASSISTANT PRINCIPAL, FSWCHS

Assists in establishing a school-based crisis plan and in providing leadership in the event of a crisis.

Assists in managing and supervising school-sponsored events, coordinating the supervision of events, and maintaining a calendar of all school events.

Assists in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.

Develops the master schedule and assists in assigning teachers according to student needs and certification.

Assists in providing educational leadership in developing, implementing, monitoring, and evaluating the Student Learning Plan and the School Improvement Plan.

Assists in the observation and evaluation of teacher performance in all areas of school life.

Assists in recruiting, interviewing, and recommending qualified personnel for employment.

Facilitates positive communication among students, parents, teachers, support staff, and College personnel in daily interactions.

Serves with parents, faculty, and student groups as requested to advance educational activities and objectives.

Assists the Principal in ensuring continuous improvement in measurable student performance and achievement, customer satisfaction, performance management, and compliance.

Performs classroom teaching responsibilities as assigned by the Principal.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Must hold Florida certification in Educational Leadership, School Principal, or Administration and Supervision.

ASSISTANT PRINCIPAL, FSWCHS

Three (3) years of successful full-time teaching experience, preferably in a high school environment.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Preferred Qualifications

Doctorate degree from a regionally accredited institution of higher education.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.

ASSISTANT PRINCIPAL, FSWCHS

- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 2, 2010. Revised: February 14, 2011, and May 29, 2026.