



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

### **POSITION DESCRIPTION:**

**Title:** Lower School Assistant Principal / Director of Curriculum and Instruction  
**Reports to:** Lower School Principal  
**Supervises:** Lower School Faculty, Staff and Students  
**Work Year:** 12 months

**Position Focus:** Lower School Assistant Principal assists the Lower School Principal in administrating the Lower School Division, which includes the management of its faculty and staff members, the supervision of its curriculum and instruction, the development and monitoring of its annual budget, the oversight of its daily operation and the fulfillment of all responsibilities/duties assigned by the Assistant Head of School.

### **Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principal in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

### **Position Parameters:**

- Provides spiritual and professional leadership to the faculty, staff and school parents
  - Role-models Christian behavior and personal growth
  - Assists in the planning and implementation of staff devotions and faculty meetings
  - Monitors all contractual requirements, spiritual and professional, of faculty/staff members
  - Responds to guidance and counseling needs of faculty/staff members, parents and students
  - Communicates the school's educational goals and mission to faculty/staff/parents and monitors their attainment

- Assists in delegating responsibilities/duties to Team Leaders, faculty, and staff members
- Keeps abreast of current educational practices and attends professional conferences/workshops
- Maintains the Lower School Office in the absence of the Lower School Principal

**Assists the Lower School Principal in the following:**

- Maintains a highly qualified faculty/staff through recruitment, training and performance evaluation
- Supervises curriculum development, implementation and daily instruction relative to the established standards
- Monitors student academic achievement and educational growth
- Coordinates Standardized testing program and uses resulting data to improve quality of education
- Prepares Master Schedule
- Maintains all standards required for accreditation by all accrediting bodies
- Enforces all School Board policies and additional regulations/procedures such as outlined in the Parent/Student Handbook and other governing documents
- Schedules all extra-curricular programs/activities, special classes, planning periods, chapels, lunch periods, etc.
- Purchases all classroom instructional materials and equipment and approves all other requests for expenditures
- Oversees and provides direction to Lead Teachers
- Attends the Parent Service Association Committee meetings
- Maintains good communications and public relations with parents so as to ensure a strong home/school partnership
- Implements the teacher evaluation system with the Lower School faculty and staff

- Oversees students groups/student leadership council/morning show teams/yearbook representatives/school newspaper reporters/safety patrol

### **Curriculum and Instruction:**

- Provides overall direction for and coordination of school curriculum
- Keeps abreast of state standards and SAT/ACT measurements and takes these into consideration when guiding curriculum review
- Facilitates and assists faculty in the implementation of the current methodology and assessment which includes training, current or new course offerings, monitoring and evaluation, and planning and development
- Confers with teachers, students, and parents concerning educational issues in the school
- Maintains communication with other professionals to circulate professional research, ideas and information
- Acts as a coach for teachers with instructional advice
- Coordinates preparation and administration of course standards
- In conjunction with the Lead Teachers, coordinates the curriculum review cycle and oversees the work of the curriculum committees for each subject area
- Approves final recommendation of review committee
- Orders all Lower School curriculum
- Works with Lower School Principal to plan and monitor curriculum budget
- In conjunction with the Lead Teachers, oversees maintenance and of current, updated curriculum guides for every subject area
- Oversees and enforces timely and accurate teacher Renweb homework and grade postings in the Lower School
- Oversees and enforces prompt submission of accurate, complete lesson plans in the Lower School

### **Qualifications:**

- The Lower School Assistant Principal must have a minimum of a Master's Degree in Education or related areas of supervision or leadership
- Must have a minimum of 5 years teaching experience, and leadership experience is preferred (Department Head, Team Lead, or other administrative position)
- Demonstrated ability to supervise, communicate and delegate to adults and children
- A Christian who is a member of good standing and actively serving in a Bible believing church