



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

POSITION DESCRIPTION

Title: US Assistant Principal
Reports to: Upper School Principal
Work Year: 12 months

Position Focus: The US AP will assist the US Principal in pursuing and supporting the mission of Cambridge Christian School and instrumentally partner with the US Principal to implement its realization. The US AP will assist with the daily operations of the US as outlined below and report directly to the US Principal.

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 principle in dealing with students, parents, staff an 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*

Upper School Assistant Principal Responsibilities:

GENERAL

- Keep abreast of current educational practices and attend professional conferences/workshops.
- Assist with maintaining a highly qualified faculty/staff through recruitment, training and performance evaluation.
- Serve on the Academic Team as directed by US Principal.
- Assist with professional development school-wide as a member of the Academic Team.
- Assist the US Principal with informal teacher observations.
- Assist the US Principal to maintain all standards required for accreditation by all accrediting bodies.
- Oversee the Ambassador program and coordinate with the teacher sponsor in the preparation of calendars, small groups, and provide guidance and participate in to the selection process of new ambassadors.
- Provide assistance and coordinate with the Director of Technology to support the US broadcast student led program.
- Attend and assist with Upper School events.
- Maintain the US office and daily operations of US in the absence of the US Principal.

CURRICULAR RESOURCE COORDINATOR

- Manage the acquisition and distribution of all curricular resources for the US.
- Work with the US Principal to plan and monitor curriculum budget.
- Assist the US Principal through the curricular adaptation process.
- Serve as the point of contact between CCS and publishers.
- Manage the communication between teachers and publishers through the curricular adoption process.

DISCIPLINE

- Enforce the disciplinary codes and procedures with consistency.
- Conference with students referred to the office for violations of the discipline code.
- Conference with parents regarding student disciplinary issues.
- Conference with teachers regarding disciplinary issues.
- Maintain records of disciplinary action and follow through.
- Communicate with all involved in an encouraging and supporting manner.
- Observe students with sensitivity and follow proper confidentiality in sensitive issues.
- Develop and monitor plans of assistance for HS students as needed.
- Collaborate with the MS Disciplinary Mentor as needed to set up plans of assistance for MS students and disciplinary intervention.
- Coordinate Saturday School to include scheduling of students, detention supervision, and tracking of any fees collected or points. Complete all required documentation required for Saturday School.
- Coordinate and manage the student calendar for ISS or OSS as well as communication between parents/students/teachers. Arrange supervision and student work prior to the ISS session.

SUPERVISION & CLASS SPONSOR COORDINATOR

- Manage the supervision of students on campus to include lunch and student transitional times.
- Assist in managing and delegating responsibilities/duties to team leaders, faculty and staff members.
- Collaborate with the US Principal to determine class sponsors and assist in overseeing the communications, activities, class shirts, and selection of class officers. Coordinate with sponsors throughout Homecoming week.
- Serve as security at all school dances.

OPERATIONAL COORDINATOR

- Assist the US Principal to oversee all physical aspects of the US campus to include all requests for classrooms and offices, and order furniture items or resources needed for classrooms and offices at any time during the school year.
- Communicate with the Operations Director to ensure all summer maintenance requests are scheduled and a timeline has been established prior to the end of school.

J-TERM

- Oversee development and implementation of J-Term trips, activities, and workshops for both MS & HS.
 - Develop the J-term program and activities for both MS & HS and oversee master schedule of events.
 - Develop content and objectives for each J-term activity/trip/workshop.
 - Oversee transportation for all J-term needs.
 - Develop and manage a budget for all J-term activity for both MS & HS.
 - Oversee payment to vendors associated with all J-term events.
 - Work closely with the Director of Finance to ensure timely vendor payments.
 - Manage and purchase all curricular resources or materials needed for each J-term activity/trip/workshop as requested by each J-term teacher.
 - Manage all J-term communication: forms, promotional brochures, and online communications.
 - Manage the J-term table at Back to School Bash.
 - Oversee J-Term open house.
 - Close out J-term prior to January 30 and begin new J-term preparations by Feb 1st. Provide a summary to US Principal & Assistant Head of School by end of January to include recommendations for the upcoming year.

Qualifications:

- The Upper School Assistant Principal must have a minimal of a Master's Degree in Education or related areas of supervision or leadership
- Must have a minimum of 5 years' teaching experience, and 3 years' administrative experience is preferred
- Demonstrated ability to supervise, communicate and delegate to adults and teenagers
- Assistant Principal must have good people skills, be detailed oriented, have organizational skills, and good verbal and written communication skills
- A Christian who is a member of good standing and actively serving in a Bible-believing church