

High School Assistant Principal for Student Life - 12 month Employee

Full Time: (Monday – Friday) 7:30 am – 3:30 pm

Additional Hours required for evening events and occasional weekends

Off: Holidays and 4 weeks of vacation time per AP Agreement



Reports to: Principal

FLSA Status: Exempt

Essential Job Duties/Responsibilities of the AP for Student Life:

The Assistant Principal for Student Life collaborates with the Principal and other Assistant Principal(s) to cultivate an atmosphere conducive to learning within the Lasallian Catholic tradition. Responsible for matters pertaining to student life and welfare, the Assistant Principal for Student Life works under the guidance of the Principal. Key responsibilities include:

- Membership in the SJPII Administrative team alongside the President, Principal, and Assistant Principal for Academic Life, contributing to leadership initiatives and regular meetings.
- Oversight, in collaboration with the Principal, of all facets of student life outside the classroom, with a focus on promoting school order and discipline.
- Collaboration with the Director of Campus Ministry and Director of Guidance to ensure comprehensive student support and development services.
- Coordination with the Assistant Principal for Academics to ensure alignment with Student/Parent Handbook policies and procedures.
- Collaboration with extracurricular activity moderators to ensure the provision of meaningful and high-quality programs that foster student and community development.
- Development of initiatives, in partnership with the administrative team and faculty, aimed at nurturing student leadership within the school community.
- Supervision of accurate attendance records for all students.
- Approval of student vacation and early dismissal requests.
- Collaboration with Student Council moderators to enhance members' leadership potential and representation of the Administration at Student Council meetings and school dances.

- Development and implementation of policies and procedures for the school-wide detention system.
- Oversight of student locker distribution and maintenance, as well as management of the school-wide lost and found.
- Supervision of parking facilities and coordination of emergency response protocols and drills on campus.
- Development of faculty supervision schedules for various areas such as the cafeteria and parking lot.
- Partnership and coordination with the Boca Police Off Duty officer assigned to campus every day.
- Support and assistance to faculty with student behavior management issues.
- Response to parent email requests and communication with parents regarding sensitive student issues.
- Organization and execution of the school calendar and daily schedule, including bell schedules.
- Performance of additional duties as assigned by the Principal.

In addition to the specific job duties, the Assistant Principal for Student Life is expected to:

- Maintain a positive outlook and use uplifting language, demonstrating warmth, joy, and advocacy for student-athletes.
- Embrace a growth mindset and openness to change, growth, and continuous improvement, while accepting constructive criticism and suggestions.
- Refrain from gossip or negative talk among colleagues, maintaining confidentiality and actively building up colleagues, students, and the larger school community.
- Positively collaborate with colleagues, parents, and students, exercising good judgment in all interactions and demonstrating cultural respect and understanding.

Additional Job-Related Expectations and Duties:

- Adherence to all policies and procedures outlined in the Faculty Handbook.
- Punctuality and reliability for all school events, including attendance at School Masses, Open House, Baccalaureate Mass, graduation, and other relevant functions throughout the year.
- Attendance at Diocesan Professional Days.
- Advanced notification and communication with the President regarding off-campus appointments, updating the school's log book accordingly.
- Fulfillment of other school-related responsibilities as directed by the President.

Qualifications:

- Bachelors Degree (Preference toward Masters in Educational Leadership or equivalent.)
- FLDOE Certification or eligibility to be certified in Educational Leadership.
- Excellent interpersonal skills with a professional demeanor and ability to maintain confidentiality.
- Effective collaboration with various stakeholders including school employees, coaches, parents, and representatives of other agencies.
- Strong organizational skills, ability to multitask, work independently, and make responsible judgment calls.
- Proficiency in using office equipment such as fax, computer, copier, iPad, etc.

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 - 44 pounds.
- Frequent use of both hands and fingers (e.g., typing).
- Extended periods of sitting or standing.
- Occasional periods of kneeling and climbing.
- Ability to hear both loud noises and routine conversation.
- Frequent interaction and collaboration with others.

Reviewed/Approved By:

Principal: ____ President: ____

Hand delivered on _____, 20____, by _____ (Supervisor) to _____ (Employee). I acknowledge receipt of and understanding of my job responsibilities as outlined in this Job Description.

Signed: _____ (Employee) Date: _____

Signed: _____ (Supervisor) Date: _____

Copies: Supervisor, Employee

Original: Personnel File