

# Assistant Principal

---

## Job Description

Plato Academy Schools are looking for an Assistant Principal to work Full Time at our Trinity campus in Pasco County.

### Assistant Principal Responsibilities:

- Establish student interaction-counseling, assist in curriculum program development and implementation and develop activities and resources to implement and evaluate the program
- Conduct orientation for new students, parents/guardians, and faculty
- Demonstrate knowledge of current principles, practices, techniques and objectives of administration, counseling and guidance, sociology, educational philosophy and psychology, and business
- Oversees the school's standardized educational tests, measurements and statistics
- Interprets test results and other student data
- Assist with educational placement of students by using appropriate educational assessment strategies
- Know and refer, as needed, students and families to community health, social and academic resources.
- Maintain a high level of integrity with regard to matters which may be considered to be confidential in nature
- Participate in the School Assistance Team
- Effectively provide individual and group counseling
- Counsel and support students, parents/guardians and teachers
- Communicate and support classroom instructional intervention
- Provide professional development in behavioral management techniques
- Collect relevant information for reports and student files
- Assist with academic curriculum with faculty
- Advise students and parent with academic planning
- Provide career guidance to students and career information to parents
- Maintain up-to-date library resources and school information
- Network with other academic institutions
- Coordinate, with support from students' advisors, the concurrent enrollment program
- Serve on school and community committees that address the needs of Plato Academy students or young people

### Professionalism:

- Participate in professional associations
- Upgrade professional knowledge and skills regularly
- Participate in personal professional growth plan

**Terms of Employment:**

The Assistant Principal will report to the School Principal and work a twelve-month calendar year

**The Plato Academy Schools Work Environment is characterized by:**

- Small School, Family-like Environment
- Leadership Growth Opportunities
- “A” Rated Schools
- Competitive Pay
- Supportive and Involved Parents
- Classrooms equipped with interactive boards, students and teachers are provided their own laptops and access to a variety of online teaching resources
- Rigorous Curriculum
- Firm Discipline Policy
- Peer Mentoring and Professional Development Opportunities
- Ample Planning Time / Reasonable Workload

Plato Academy Schools promote a collegial, collaborative family environment for their students and staff. Our principals have an open-door policy, encouraging proactive feedback from all interested stakeholders, especially teachers. Student performance increases in schools where teacher retention is strong. Thus, Plato Academy strives to make each of its schools a place where educators desire to stay year after year.

We also offer competitive base salaries plus add-ons for teaching experience and advanced degrees.

We offer a comprehensive benefits package including medical and dental benefits, 401K retirement plan, vacation, and PTO, paid holidays, and much more.

**Benefits:**

- Health insurance
- Dental insurance