

TITLE ASSISTANT PRINCIPAL

QUALIFICATIONS

1. Hold or be eligible for New Hampshire certification.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Building Principal

SUPERVISES: Staff and specialists.

JOB GOAL: To assist the principal in providing school-wide leadership and to learn the role of the principal.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Assists with scheduling of classes, extra-curricular activities and student placement.
4. Assists the preparation of student schedules.
5. Assists in the development, determination of appropriateness and monitoring of the instructional program and curriculum.
6. Works with department heads, faculty and principal in compiling the annual budget requests.
7. Assists with requisition supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
8. Assists in the conducting of safety inspections and safety drill practice activities.
9. Assists in coordinating transportation, custodial, cafeteria, and other support services.
10. Assists with the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
11. Assists in maintaining high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
12. Assists in the recruiting, screening, hiring, training, assigning and evaluating of staff.
13. Assists in supervising all professional, paraprofessional, and non-professional personnel attached to the school.
14. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
15. Assists in maintaining active relationships with students and parents.
16. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced courses, and the like.
17. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
18. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

19. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
20. Performs such record-keeping functions as the principal may direct.
21. Performs such other tasks and assumes such other responsibilities as the principal may assign from time to time.

TERMS OF EMPLOYMENT:

Salary and other terms and conditions of employment shall be governed by negotiated contract with extended service as approved by the School Board.

EVALUATION:

Performance in this position will be evaluated by the principal.

ADOPTED:

July 9, 1992 Board Meeting