

JOB DESCRIPTION

POSITION: Assistant Principal Middle School

QUALIFICATIONS:

1. Licensed or able to be licensed by the Massachusetts Department of Education as a middle school principal.
2. Master's Degree preferred.
3. A minimum of five (5) years teaching experience.
4. Ability to communicate effectively with community and parent groups.
5. Ability to set standards of performance and coordinate and evaluate the activities of personnel.
6. Proven effectiveness in written and oral communication.
7. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

REPORTS TO: Principal

GENERAL DUTIES:

The Assistant Principal will help plan, organize, administer, manage and coordinate all educational programs as assigned by the Principal.

SUPERVISES: Professional, clerical, custodial and other personnel as assigned by the Principal.

RESPONSIBILITIES:

In concert with and as assigned by the Principal:

1. Provides instructional leadership.
2. Promotes student behavior that is supportive and conducive to the implementation of the instructional program.
3. Assists in the development, revision, and evaluation of the program of studies.

4. Organizes and supervises all student activities and oversees the maintenance of standards concerning students' discipline, health, safety, and general welfare.
5. Provides general supervision of all school areas including classrooms, labs, corridors, the cafeteria, the gymnasium and school grounds.
6. Manages and oversees student attendance and accounting procedures including matters pertaining to student entrance and withdrawal.
7. Assists in the preparation of reports requested by the Superintendent of Schools, the State Department of Education, and other state and federal government agencies.
8. Assists in the hiring and evaluation of all school personnel.
9. Helps plan and supervise staff orientation and building in-service programs.
10. Participates in the evaluation of teacher performance on the basis of cooperatively-determined objectives and criteria (Clinical Supervision).
11. Assumes responsibility for the implementation and observance of all School Committee policies and regulations by the school's staff and students.
12. Participates in the School Council and other advisory committees.
13. Supervises student discipline in keeping with the concepts of the student handbook.
14. Assists in the preparation of recommendations relative to the updating of the student handbook and the faculty handbook.
15. Maintains an inventory of school supplies, furniture, equipment, and books, and determines the needs of each of these areas for the purpose of preparing the annual budget.
16. Assists in the organization of an annual budget proposal for all academic areas.
17. Works with staff and students to promote building cleanliness, safety, and maintenance.
18. Participates in the preparation of a yearly calendar of events.
19. Plans and supervises fire drills and other elements of the emergency management program.

20. Serves on various system-wide curriculum and program development committees as requested.
21. Works with various parent and community groups.
22. Assists in the development of a program of public relations designed to further the community's understanding and support of middle school education.
23. Participates in the development of systematic procedures for the continual assessment of pupil achievement.
24. Assumes responsibility for the school in the absence of the Principal.
25. Assists in the development of the master schedule.
26. Promotes participatory decision-making among all professional staff for the purpose of developing educational school procedures.
27. Performs other such duties as may be assigned by the Superintendent of Schools, the Assistant Superintendent of Schools, or the Principal.

TERMS OF EMPLOYMENT:

The 182 day school year plus 15 days. Salary according to the Q.E.A. Unit C salary schedule for a Middle School Assistant Principal.