

# Wachusett Regional School District

## ADMINISTRATIVE STAFF

### JOB DESCRIPTION

#### **TITLE:**

Assistant Principal

#### **QUALIFICATIONS:**

The Assistant Principal shall have a Master's Degree with at least five years of successful employment experience in education, including teaching, supervision, and administration. The Assistant Principal shall be certified as an Assistant Principal for the appropriate grade level by the Commonwealth. The Assistant Principal shall possess particular experience in areas such as curriculum, evaluation and supervision, and management of schools. The Assistant Principal shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Building Principal

#### **PERFORMANCE EVALUATION:**

The Assistant Principal shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the District.

#### **REPRESENTATION STATUS:**

Wachusett Administrators Association

#### **JOB RESPONSIBILITIES:**

The Assistant Principal is the chief professional support administrator for the building principal. As a member of the Administrative Staff, he/she shall provide leadership for the School District and for the school to which he/she is assigned, represent the Principal as appropriate at official school and community functions, inform the Principal of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Principal of his/her activities and as requested. The Assistant Principal in conjunction with the Principal shall develop annual job goals that will become part of the criteria used to evaluate the

## Assistant Principal.

The Assistant Principal provides leadership in curriculum development and coordination within the school, serves as a grade level coordinator as assigned, and assists the Principal in providing direction to the pupil personnel program. The Assistant Principal assists the Principal in the overall personnel program of the school, which includes faculty, clerical, custodial, and other support personnel. The Assistant Principal assists the Principal in providing leadership and assistance to teachers in developing the instructional program, administering to matters dealing with the general administration and business affairs of the school, and administering the community and public relations program for the school.

In carrying out these responsibilities the Assistant Principal shall:

1. Coordinate curriculum activities and foster a creative and supportive environment for curriculum development, innovation, and professional growth;
2. Assist in the operation, supervision, and evaluation of all faculty and staff personnel to include; assisting in the selection and assignment of staff to allocated or vacant positions, assisting in establishing the master schedule and program scheduling for staff, mediating problems or concerns between staff personnel, and assisting in the preparation for faculty and curriculum meetings;
3. Keep abreast of new developments in curriculum, evaluation, and school management through readings, conferences, and other means of gathering training and knowledge and disseminate information to members of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of District employees;
4. Assist school counselors in assessing student needs, to include determining services needed and the supervision of such services, coordinating special education services and programs throughout the school, coordinating guidance services and programs throughout the school, and assisting in providing for student health and safety programs;
5. Where applicable, supervise and give advice, assistance, and direction to team facilitators and subject matter specialists, and attend team meetings to discuss curriculum and other needs and concerns;

6. Direct routine office affairs and maintain accounts and budget records and records of the utilization of support services;
7. Monitor the appearance of the school building, while coordinating, at the direction of the principal, repairs and maintenance of school facilities;
8. Supervise a program Of pupil management and accounting to include keeping a record of student attendance and tardiness, and maintaining careful records of disciplinary referrals;
9. Participate in professional development opportunities sponsored by the District and take expertise gained by such participation and convey such expertise through providing professional development training to District employees as part of the District's annual professional development program;
10. Work cooperatively with all students, parents, agencies, or other individuals that relate with the school in efforts to strengthen home-school and community-school relationships; and,
11. Conduct other staff duties and responsibilities as directed by the principal, including administering the school in the absence of the principal, attending meetings as requested or required by the principal or attending and participating in community meetings and working with community organizations, and, any other staff function required by the principal.

**SUPERVISES:**

Instructional Staff, as assigned  
School Clerical Staff, as assigned  
School Nursing Staff, as assigned  
School Custodial Staff, as assigned School Support Staff, as assigned  
Other persons as assigned by the Principal

Updated on 4/24/97

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97