



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Elementary School Assistant Principal

POSITION SPECIFICATIONS

REPORTS TO

Principal

PRIMARY FUNCTION

To assist the principal in the general administration of the school, including the supervision and evaluation of staff and students, maintenance of a quality education program and promotion of good school-community relations.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Connecticut certification as an intermediate administrator (092).
- Motor vehicle operator's license or ability to provide own transportation.

EDUCATION

- Master's degree in a related area.

EXPERIENCE

- Experience as a classroom and/or resource teacher.
- Training in a leadership successor program.

SKILLS, KNOWLEDGE & ABILITIES

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Assists the principal in general administration of the school.
- Assignment, supervision and evaluation of staff.
- Enforcement of disciplinary regulations of the school and of the school district.
- Establishment of a good student-teacher-administrator relationship.
- Conferences with parents concerning student needs.
- Facilitating staff functioning in designated mode of operation.
- Communicates any weaknesses observed in the instructional program to the principal with appropriate suggestions for modification.
- Assists in interpreting the district's instructional program to parents and the community.
- Contributes to curriculum development and evaluation.
- Works with staff to provide for interdisciplinary opportunities and activities for students.
- Administers school rules and regulations in accordance with district wide policies.
- Contributes to school committees, staff meetings, and other staff efforts.
- Keeps parents informed of student progress.

- Confers with staff regarding community concerns and projects.
- Maintains good relations with area educational institutions, i.e., public, private, parochial, and state.
- Provides suggestions and support to individual teachers whenever the need is indicated.
- Keeps abreast of developments in the field of education and educational administration.
- Contributes as a member of various district educational committees.

ADDITIONAL DUTIES

- May serve as principal in his/her absence.
- Performs other tasks as needed and assigned by the principal.

EQUIPMENT

Uses personal computer and printer.

TRAVEL REQUIREMENTS

Travels to school district buildings and professional meetings as required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 51 collective bargaining agreement.

WORK SCHEDULE

Standard administrator work schedule, including attendance at Board meetings and other meetings as needed. 200-day work year.

UNION AFFILIATION

Local 51, New Britain Federation of School Administrators.

FUNDING SOURCE

Local funding.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED:
REVISED: 9/2012 RAS/JF
BOARD APPROVED: