

KEARSARGE REGIONAL SCHOOL DISTRICT, SAU #65

Job Description

Department:	Administration
Location:	New London Elementary, High School & Middle School
Job Title:	Assistant Principal
Reports to:	Building Principal Salary, Exempt
GENERAL RESPONSIBILITIES	
1. Instructional Leadership	
<ul style="list-style-type: none">• Assists in the establishment of goals and objectives for the school.• Provides leadership in planning, implementing and evaluating instructional programs.• Provides leadership in teaching techniques, innovation and class organization.• Represent the building administrative team on school district committees as assigned.	
2. Staff Personnel	
<ul style="list-style-type: none">• Assists in the process of interviewing, evaluating, and selecting new staff members.• Assists in the determination of staff needs.• Assists in working with individual staff needs.• Evaluate personnel and assist in the determination of goals to improve performance.• Prepare formal evaluations as directed by Board policy and administrative regulations.	
3. Curriculum Development	
<ul style="list-style-type: none">• Shall assist in the direction, supervision, and evaluation of the building instructional program.• Assists in the maintenance and improvement of the quality of the instructional program by being responsible for teacher implementation of the curriculum.• Assists in providing the leadership necessary to ensure that each teacher is following the Graded Course of Study.• Oversee new course proposal process as requested.• Assists with and/or coordinates inspections and visitations by State or National Educational agencies as assigned.	
4. Pupil Personnel	
<ul style="list-style-type: none">• Assists in the planning and implementing of programs for the health, safety and welfare of the students.• Enforces and establishes disciplinary procedures which allows due process to the rights of students.• Establish attendance procedures which allows due process to the rights of students;• Coordinate special academic programs and award programs as assigned.• Print and distribute report cards.	
5. Public Relations	
<ul style="list-style-type: none">• Assists in the communication between the school and the community.• Assists in working with the civil authorities.• Serves as a liaison between the school and the community.• Assist in the development and presentation of parent information and conference evening programs as assigned	
6. Resource Management	
<ul style="list-style-type: none">• Assist in the development and implementation of building policy and procedure• Directs and provides input into the preparation and management of the school budget as assigned.• Administer the expenditure of funds allocated to the school; approve all requisitions connected with the day to day building operation; assists in the preparation and organization of teacher requests for materials, supplies and equipment as assigned.• As assigned by the building principal, monitors the maintenance of the school and school facilities; assists in the security of the building; assists in the supervision of the classified employees; monitors yearly inventories of all textbooks and school equipment; approves all work and maintenance orders; coordinates all facility usage and rental.	
7. Professional Growth	
<ul style="list-style-type: none">• Participates in professional growth activities.• Participates in professional organizations whose purpose is to improve administrative skills.• Participates in district-wide committees.• Participates in decision-making, planning and evaluation at the district level.• Other duties as assigned by the Superintendent or his/her designee.	

WORK EXPERIENCE/QUALIFICATIONS REQUIREMENTS

- A valid administrative certificate.
- A minimum of five years' experience as a teacher or administrator.
- Knowledge of RTI

EDUCATION REQUIREMENTS

- A Master's Degree or higher in secondary educational administration.

OTHER

REVIEWED BY: *Date*

Name/Title

APPROVED BY: *Date*

Name/Title