

**CONCORD SCHOOL DISTRICT  
JOB DESCRIPTION  
ELEMENTARY ASSISTANT PRINCIPAL FOR STUDENT SERVICES**

**General Description:** The Elementary Assistant Principal of Student Services (AP) partners with the school principal in the provision of direction, leadership, and day-to-day management of educational activities within an assigned school. The AP supports the academic and social/emotional wellbeing of staff and students and is integral to the promotion of a positive school climate. The AP is primarily leads and oversees all components of Special Education. In conjunction with the Principal the AP is responsible for the supervision of professional and paraprofessional personnel and provides administrative level liaison with internal and external components, and programs. Serves as a member of the School Administrative Council and Student Services Management Team. Adheres to all policies in the district and promotes the vision, mission, and the district's strategic plan. Responsibilities may vary by building assignment based on student population and building/ program needs.

**Leadership:**

- Leads and supports student services team; leads weekly meetings; oversees and provides professional development as needed in writing measurable goals and monitoring student progress; building capacity for educators to analyze student work and data to make best instructional decisions to accelerate student progress.
- Coordinates related services as needed for students in preschool through 5<sup>th</sup> grade.
- Coordinates, facilitates, and participates in Special Education, 504, Child Study and other staff and student related meetings.
- Serves as part of the assigned school's administrative team; oversees the administration of school programs and the implementation of policies; assists in planning, organizing and evaluating services for professional and non-professional personnel such as staff development activities, resource management, and instructional program development.
- Functions in the absence of the school principal as the administrative designee for the school principal for all roles and functions.
- Oversee and work with Principal to prepare budget requests for special education, personnel, equipment, and program needs. This includes summer programming.
- Promotes positive communication with the community.
- Represents administration with the school PTO/PTA and other parent events.
- Participant in District CSD Administrative Council and Student Services Management Team.
- Partners with the Principals to oversee the placement process of pre-k -5<sup>th</sup> grade students in the classroom and programs based on approved ratios and student needs.
- Adheres to all laws and regulation under Section 504, IDEA, EL and McKinney Vento Homeless Act including but not limited to timelines, compliance indicators, state memo's, technical advisories, NESEIS inputs and Medicaid Billing.
- Collects data on patterns of student behavior and Tier II/SEL interventions, including restraint and seclusion and submits appropriate paperwork to the Principal and Central Office.
- Leads bullying and harassment investigations.
- Assumes all roles, functions and tasks assigned by the principal.

**Supervision in collaboration with the Building Principal:**

- Assists in the coordination of local and state assessments for SAS, iReady, WIDA, and ACCESS 2.0
- Supports the school safety process including Incident Management Team and monthly school safety practice drills, and all NHDOE fiscal and compliance school on sites.
- Responds to parent concerns and communications at the school level as needed.
- Supports the school mentor and mentee program within the school.
- Tracks Instructional Assistant attendance patterns and address personnel concerns.
- Arranges the training of staff in Crisis Prevention Intervention (CPI) with the District Management Team.

• **Curriculum, Instruction and Data:**

- Analyze data to evaluate student growth and programing for identified disabilities in academic and social/behavior development.
- Oversees and analyzes effectiveness of student services programing.
- Evaluates all student services program compliance for the year and end of year compliance expectations including needs assessments, evaluation, and school plans.
- Supervises and evaluates all other school programs assignments by the school principal.