

The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION



Position:	Assistant Principal
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Assist the Principal with the daily operation of the building by providing support and input into the educational leadership of the certificated and classified team members to promote a positive learning experience for all students in an environment that develops independence and self-worth

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Assist the Principal in the administration of the building/school activities
- Serve as building administrator/leader in absence of Principal
- Monitor and enforce attendance guidelines
- Assist with parent, faculty and student groups
- Facilitate disciplinary procedures, actions, and record-keeping
- Attend special events, functions, and athletic events
- Assist in the supervision of maintaining of accurate student records
- Make contact with the public with tact and diplomacy
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Supervise and evaluate certified and classified staff as assigned by the principal
- Attend meetings and in-services as required/requested
- Assist in the supervision of students entering and exiting building daily
- Collaborate with the PTA to promote a positive contribution to school programs
- Cover classes as needed
- Assist with school safety program
- Supervise lunch/recess
- Assist the principal with improving instruction by providing meaningful suggestions to educational programming and the instructional focus of the school
- Assist the principal with keeping student records and completing student and school reports
- Assist with student discipline
- Manage emergency and/or urgent situations as they emerge
- Provide administrative assistant to faculty and staff as needed/requested
- Assist in developing improvement plans, processes, procedures and strategies to increase student achievement
- Assist in fostering an environment that promotes respect and safety
- Plan/schedule student assemblies, field trips, parent meetings, etc.
- Assist principal with class scheduling
- Exercise fiscal responsibility in expenditure of fund
- Assist principal in the counseling of students and parents regarding academic, social and personal issues that affect their educational development
- Assist in the selection, retention and promotion of certified and non-certified personnel
- Assist in the supervision of methods of teaching

Other Duties and Responsibilities:

- Respond to routine questions and requests with tact and diplomacy in a timely manner
- Interact in a positive manner with staff, students and parents
- Act as public relation agent for building
- Serve as role model for students and staff
- Perform other duties as assigned by the Superintendent and/or Principal
- Assist in the selection of textbooks, equipment and other education materials
- Establish and maintain professional relationships
- Participate in professional development by attending seminars, workshops, taking college coursework, etc.

Qualifications/Certificates:

- Connecticut Department of Education Principal Certification
- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills
- Ability to foster and facilitate learning and classroom management

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
- Requirement to assist in the restraint movement or other emergency weight bearing assistance of students

Equipment Operated:

Computer/Laptop Printer Interactive Whit Board Scanner

Required Testing

None

Continuing Educ./Training

Clearances

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date