

Litchfield School District - SAU 27

POSITION TITLE: ASSISTANT PRINCIPAL	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>7/11/07</i>
General Purpose:	This position supports the Principal in the effective administration of the school, assists the Principal with the management and control of resources, activities, and assigned personnel as required, and acts in the capacity of the Principal during the Principal's absence from duty.
Reports to:	Principal
Supervises:	Teaching Staff, Paraprofessionals, Administrative Assistants, School Monitors, Custodial Staff, and Substitutes.

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

Management and Control

- Establishes an attendance procedure in conjunction with the Principal and ensures that daily home contacts are made.
- Oversees the school calendar for all groups who use the school facility and arranges for adequate supervision.
- Assumes responsibility of the disciplinary functions of the school in conjunction with the Principal, and communicates with the parents verbally and in writing in all cases of suspension.
- Prepares school reports that are necessary and appropriate to the office.
- Assists the Principal with the preparation of the opening and closing of school.
- Inspects the building frequently for physical problems or damages that require immediate attention.
- Assists with monitoring the negotiated contract with the Teacher's Association.
- Interprets and clarifies provisions of local and district wide policy when necessary, and supervises compliance at all times.
- Communicates personnel problems to the Principal as they arise.
- Assists the Principal in overseeing bus transportation and discipline associated with student busing.
- May function as the liaison for the before and after school program(s), co-curricular programs, transportation, and/or food service.
- Assists the Principal in maintaining appropriate student behavior in the cafeteria.
- When assigned, allocates and directs special duty assignments for teachers, monitors, custodians and other district employees.
- Coordinates fire, civil defense, bus drills and emergency response activities.
- Assists Principal with the administration, evaluation, and supervision of school staff including custodial, paraprofessionals, lunch monitors, and administrative assistants.
- Shall assist with the direction and coordination of procedures governing school and class attendance, promptness, and early dismissals and shall implement such procedures.
- Assists the Principal with administration and supervision of student assembly programs, drama productions, and speech and music productions.
- Assists with the annual budget and student accounts as directed by the Principal.
- Completes any and all other duties as assigned by the Principal or other assignments delegated by the Central Office.
- Coordinates and problem solves transportation issues.
- CHS Assistant Principal, liaison to the vocational centers.

Records and Reports

- Assists with the overseeing, supervising, and certifying the preparation, maintenance, and accuracy of a wide variety of records and reports such as: approval for requisitions for supplies and repairs, accidents and athletic injuries and reports, suspensions, expulsions, and court cases.

Instruction

- Assists the Principal in the formal evaluation process of the teaching faculty.
- Assists teachers in terms of methodology and instructional techniques in all subject areas.
- Observes the quality of instruction in conjunction with the Principal to promote professional growth in individual teachers.
- Conducts post-conferences after each formal observation to discuss the purposes and outgrowth of the visitations.
- Assists individual teachers in the development of setting long and short-term goals.
- Assists the Principal in instituting instructional in-service programs with individual teachers and with departments on a continuing basis.
- Planning and/or participating in various meetings including professional faculty meetings, staff meetings, grade level/content area team meetings, state wide meetings and curriculum development meetings.
- Assists the Principal on teacher assignments and scheduling.
- Assists with the development and execution of the school's master schedule in conjunction with the Principal, guidance counselor, and other staff members.
- Participates with the Principal in the development of a program of studies consistent with the needs of student and state mandates.
- Assists with the planning of in-service training programs for teachers to enhance their development.
- Assists with the orientation of all new teachers, makes necessary arrangements for hiring and supervising substitutes ensuring their familiarization with school philosophy, texts, guides, personnel policies, school facilities, and the needs of the community.

Community Relationships

- Assists the Principal in implementing a system of conferences and reports to inform parents regarding their child's progress relative to the overall school program.
- Prepares and circulates bulletins and notices on instructional matters as directed by the Principal.
- Participates in P.T.O. meetings and other community activities as directed by the Principal.
- Assists the Principal in public relations and communications.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually by Principal in accordance with School Board policy.

TERMS OF EMPLOYMENT: Full-time administrative position, year-round, exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master's Degree or the equivalent, or evidence of working toward such with emphasis in administration and supervision.
- Minimum of three (3) years experience as a successful teacher, five (5) years of experience preferred.
- Applicants with supervisory, administration, and/or research experience in education preferred.

Necessary Knowledge, Skills and Abilities:

- Demonstrated ability to plan, direct, evaluate, control, and manage the school's activities of student, teachers, and other personnel assigned to the respective school.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Holds, has held, or is eligible for a valid New Hampshire educator certificate with an endorsement in a teaching area.
- Holds a valid New Hampshire certificate as Principal or Statement of Eligibility.
- Valid state driver's license.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently Required
2. Lift 11 to 25 lbs:	Rarely Required
3. Lift 25 to 50 lbs:	Rarely Required
4. Lift over 50 lbs:	Not Required
5. Carry up to 10 lbs:	Frequently Required
6. Carry 11 to 25 lbs:	Rarely Required
7. Carry 26 to 50 lbs:	Rarely Required
8. Carry over 50 lbs:	Not Required
9. Reach above shoulder height:	Occasionally Required
10. Reach at shoulder height:	Frequently Required
11. Reach below shoulder height:	Occasionally Required
12. Push/Pull:	Occasionally Required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required – especially computer
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors, stairs, grass and paved outside areas.

During the Work Day, Employee is Required to:

	Consecutive Hours								Total Hours											
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				

Work Performed: Inside: 85% Outside: 15%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling necessary for emergency/safety purposes.

Other Training, Skills and Experience Requirements:

Ability to work with students, faculty and staff members, Principal and Administrative team, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is not a sedentary position, but the employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed although meetings may be lengthy. Employee will be required to drive personal vehicle within district as well as outside of the district to attend meetings (reimbursement for district use mileage is available).

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.