

Assistant Principal – High School

Qualifications

1. Certified or certifiable by the NH Dept. of Education.
2. Three-year minimum of secondary experience.
3. Completed or working toward graduate degree in educational administration and completed graduate courses or showing competencies in the following:
 - a. Individualized programs including IEP level
 - b. Evaluation of programs and faculty
 - c. Curriculum Instruction, and Assessment
 - d. Pupil personnel management
 - e. Communication skills – written and verbal
 - f. Computer/Technology competent

Reports to:

High School Principal

Job Goal:

The assistant principal shall be assigned the primary managerial tasks of the school, including those of attendance, discipline, supervision of instructional staff and student activities. The assistant principal shall also visit classes, confer with teachers and assist in the recruitment and evaluation of teachers as directed by the principal.

Performance Responsibilities

1. Supervises directly the instructional/behavior management work of all classroom teachers.
2. Supervision of instructional support staff.
3. Supervision of and responsibility for attendance procedures, absence, tardiness and dismissal.
4. Supervision and execution of discipline including times before, during and after school, in and out of classes, as well as recommendation for suspension of students.
5. Parent communication regarding student issues.
6. Development with all departments the various aspects of student discipline.
7. Organization, supervision and evaluation of school activities, clubs and organizations in coordination with the principal and the athletic director when appropriate.

8. Responsible for building security.
9. Supervision and assignment of teachers.
10. Coordination of student services at the school.
11. Participation on the administrative team in preparation of:
 - A. Handbooks
 - B. Guides
 - C. Scheduling
 - D. Program of Study
12. Coordination and chairperson for:
 - A. Absent Appeals Committee
 - B. Student Court
 - C. Student Assistance Team
 - D. Universal Team
13. Participates on district committees as assigned including Administrative Team and Data Team.
14. Organization and coordination of:
 - A. Special projects
 - B. Attendance initiatives
 - C. Professional Development programs
 - D. New teacher programs
15. Confer and team with other assistant principals.
16. All other tasks that may be assigned by the principal.

Evaluations

Evaluated by the principal annually.

Terms of Employment

1. 220-day contract/ year.
2. Salary and work year to be determined by the school board. Actual dates determined by Principal

Adopted: May 20, 1976
Revised: November 20, 1980

Revised: August 16, 2001
Revised: December 5, 2002
Revised: December 14, 2009