

## **Assistant Principal – Middle 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
  - b. Evaluation of programs and faculty
  - c. Curriculum skills
  - d. Pupil personnel management
  - e. Communication skills
  - f. Special Education

### **Reports to:**

Middle School Principal

### **Job Goal:**

To provide leadership in the development, implementation, coordination and supervision, curriculum and related school programs: and to assist in discipline, attendance, supervision of staff and student activities toward the goal of high achievement for all students.

### **Performance Responsibilities:**

1. Assist the principal in the overall administration of the school
2. Serves as principal in the absence of the principal
3. Assist in maintaining appropriate student conduct throughout the student body, and deals with specific cases as necessary. Creates and oversees process for addressing student conduct.
4. Oversees creation of class lists and student placement
5. Creates and leads paraprofessional team meetings and training.
6. Assist in the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the middle school faculty and staff
7. Assist in the observation and supervision of teachers and staff, and confers and consults with them regarding their professional development
8. Keeps informed about current middle school trends and practices and disseminates professional information and materials to middle school faculty and staff
9. Evaluates middle school curriculum, instructional methods, and programs, and recommends such changes and improvements as appropriate

10. Works toward developing an improved understanding of middle school students' educational needs on the part of teachers, administrators, and parents
11. Serves as team leader and facilitator for SIT(Student Intervention Team) and BAT (Behavior Action team).
12. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
13. Perform other duties as assigned by the principal

Contract year: 220 Days

Evaluated annually by the principal

Adopted: August 17, 1995  
Reviewed: August 16, 2001  
Draft: September, 2002