

**School Administrative Unit #33
Job Description**

TITLE: Assistant Principal

REPORTS TO: School Principal

EVALUATION: By the Principal in accord with the Raymond School District Educator Effectiveness Plan.

SUPERVISES: The Assistant Principal assists the Principal in supervising and evaluating:

Professional Staff
Paraprofessional Staff

The Assistant Principal also assists the
Principal in jointly supervising and collaborating with:

Lunch Program Manager
Head Custodian
Extracurricular Activities Personnel

SUPERVISION SUMMARY: The assistant principal works with the principal to supervise the employees of his/her building, both faculty and support staff, and also any resource or service personnel while functioning within the building. He or she helps ensure that all employees are adequately supervised and evaluated properly in accord with the Raymond School District Educator Effectiveness Plan.

GENERAL SUMMARY: The assistant principal works under the direction of the principal, and in close collaboration with special education coordinators, to ensure that all students are provided with and engaged in quality educational programs. He or she will assist with the primary managerial tasks of the school including those of discipline, attendance, and supervision of students. The assistant principal will provide leadership in the development, implementation, coordination of curricula and school programs. He or she will also visit classes, confer with teachers and paraprofessionals and assist in the recruitment and evaluation of staff as directed by the principal. The assistant principal must be a motivated and self-reflective educator who exemplifies ethical leadership and who strives to improve his or her performance in relation to the School Administrative Unit 33 Building Level Administrator Evaluation Frameworks.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Certified or certifiable as a principal by the New Hampshire Department of Education.
- A minimum of five years of professional experience in the field of education.
- A graduate degree in Educational Administration or a closely related field is preferred.

ESSENTIAL JOB FUNCTIONS:

- Assist the principal in the overall administration of the school
- Serve as principal in the absence of the principal
- Work to ensure the safety and security of the school environment at all times
- Along with the principal and other key leaders (ex. athletic director) organize, evaluate and ensure proper supervision of activities before, during or after school
- Collaborate with the principal in the development of the annual budget
- Oversee school procedures, routines and strategies that ensure the safety of all students
- Work to promote and maintain appropriate student conduct throughout the student body, and appropriately addresses specific cases as necessary
- Communicate clearly and effectively with parents regarding discipline or other student issues
- In collaboration with staff, establish and maintain developmentally appropriate behavior management and discipline procedures
- Under the direction of the principal, develop the school master schedule and oversee student placement
- Stay informed about current trends and practices appropriate to the age/grade levels of the school and disseminate professional information or resources to staff members as appropriate
- Collaborate with other professionals to evaluate curricula, materials, instructional methods or programs; make recommendations for improvement
- Support, and seek to enhance, a positive school culture and philosophy of education
- Plan and supervise the volunteer and substitute program
- Convey high expectation for students and staff
- Implement and promotes School Board Policies and administrative procedures
- Identify needs within the school and works to develop, promote or carry out solutions to identified problems or needs
- Assist with staff induction and professional development programs that strengthen employees' abilities to serve students more effectively
- Serve as a key leader and collaborator in all tasks and endeavors of the school and the District
- Assist the principal in carrying out the goals of the District
- Perform other duties as assigned by the Principal

OTHER DUTIES AND RESPONSIBILITIES:

- Collaborate with key leaders and employees across the District to further the District's vision and the goals of the Strategic Plan for the Raymond School District
- Communicates school issues to the principal and central office administrators as needed
- Helps to prepare reports or presentations and maintains record as required by School Board Policy, regulations and the directives of central office administrators

TERMS OF EMPLOYMENT: 220 days per year

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	<u>Q</u>	F	C	Twisting	N	R	<u>Q</u>	F	C
Lift 11 to 25 lb.	N	R	<u>Q</u>	F	C	Bending	N	R	<u>Q</u>	F	C
Lift 26 to 50 lb.	N	<u>R</u>	O	F	C	Crawling	N	<u>R</u>	O	F	C
Lift over 50 lb.	N	<u>R</u>	O	F	C	Squatting	N	R	<u>Q</u>	F	C
						Kneeling	N	R	<u>Q</u>	F	C
Carry up to 10 lb.	N	R	<u>Q</u>	F	C	Crouching	N	R	<u>Q</u>	F	C
Carry 11 to 25 lb.	N	R	<u>Q</u>	F	C	Climbing	N	<u>R</u>	<u>Q</u>	F	C

Carry 26 to 50 lb. N **R** O F C
 Carry over 50 lb. **N** R O F C

Balancing N **R** O F C

Work Surface(s)

Reach above shoulder height N R **O** F C
 Reach at shoulder height N R **O** F C
 Reach below shoulder height N R **O** F C
 Push/Pull N R **O** F C

<p>KEY N = not required R = rarely O = occasionally F = frequently C = constantly</p>

Hand Manipulation

Grasping N R O **F** C
 Handling N R O **F** C
 Torquing N R **O** F C
 Fingering N R O **F** C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others
 Hearing: Necessary for receiving instructions and queries
 Sight: Necessary for doing job effectively and correctly
 Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

Other Items to consider

Environment: Inside: %95 Outside: %5

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and 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.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification:

Adopted:

Revised:

Revised: