

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
ASSISTANT PRINCIPAL

QUALIFICATIONS:

- Must hold valid Principal/Assistant Principal Licensure
- Minimum five years teaching experience
- Demonstrated leadership ability
- Excellent written and verbal communication skills
- Superior organizational skills and attention to detail

REPORTS TO:

Principal

RESPONSIBILITIES:

1. Responsible for management of all students in Grades 10-12 in designated Academies.
2. Work in close collaboration with the Principal on a daily basis to supervise the overall operation of the school.
3. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; assist in the development of goals for individual teachers assigned to evaluate.
4. Via the evaluation process, ensure that effective strategies for improving instruction and student outcomes are implemented.
5. Implement student behavior development and discipline programs in collaboration with other Assistant Principals; handle discipline referrals within designated Academies.
6. Maintain open lines of communication between and among students, teachers, parents, staff and administrators to facilitate effective resolution of student concerns.
7. Work jointly with the administrative team to promote a positive school culture in which all students feel respected and valued.
8. Act as safety and security liaison within designated Academies; serve as contact for police and fire personnel.
9. Serve as court liaison; collaborate with probation personnel with regard to student discipline; file CRAs with court, as appropriate.

10. Train staff with regard to our Crisis Management Plan; serve as a member of the District's Crisis Team; work in collaboration with the School Resource Officer, if applicable.
11. Supervise daily student arrival and dismissal; assign supervisory duties to staff to ensure that lunches, detentions, and all other supervisory-related duties within the building and on the surrounding grounds are covered.
12. Oversee the Student Supervisors; develop and implement a plan for overall supervision of corridors, cafeteria, bus assembly area, parking lots, and other common areas within the school buildings and on the school grounds.
13. Ensure that the Bullying Prevention and Intervention Policy is implemented and adhered to; provide Bullying and Harassment training for students and staff; investigate bullying complaints; refer appropriate cases to the Civil Rights and Title IX Coordinators.
14. Participate in the Mentoring and Induction programs for new staff members to your Academies in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor; provide orientation for new staff, as appropriate.
15. Attend Student Support Team meetings; assist in the development and implementation of strategies and interventions to promote student success.
16. Maintain a data collection system to fulfill state reporting requirements concerning suspension rates; prepare Student Safety and Discipline Report.
17. Monitor and address student attendance, tardy and dismissal rates; develop appropriate interventions for students with attendance concerns.
18. Assist Principal or Designee in preparation and implementation of the Student Handbook and annually review and amend, as appropriate.
19. Provide for the supervision of student activities, such as athletic contests, dances, proms, drama productions, awards and scholarship ceremonies, etc.
20. Coordinate school photos and IDs, field trip requests, senior sign-out process, teacher sign-out process, and lost books and materials.
21. Assist in the coordination and organization of Senior Week activities, Senior Awards and Commencement.
22. Supervise and evaluate the Administrative Assistant in designated Academy.
23. Assist with Late Bus sign-ups and Student Parking Permits in designated Academies in collaboration with the Transportation Manager.
24. Each Assistant Principal will be assigned one of the following responsibilities: Substitute Teachers or Student Activities.
25. Perform such other tasks and assume such other responsibilities not inconsistent with the role, as the Principal may assign.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.