

SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Elementary School Assistant Principal

REPORTS TO: Elementary School Principal

OVERVIEW:

- A. The Assistant Principal is responsible for the operation of the school as directed by the Principal. This includes administration of the discipline program and strong emphasis on plant supervision with respect to instructional operations.
- B. With respect to special education programs and programming for exceptional children, the Assistant Principal and the Director of Pupil Services have a shared responsibility and a cooperative relationship. The Director has the responsibility for establishing and implementing programs. The Assistant Principal has the responsibility for administering the day-to-day operation of these programs. In the case of special education teachers, the Director of Pupil Services will contribute to the evaluation process.

QUALIFICATIONS:

- A. Meet all the certification requirements of the State of Connecticut.
- B. Be prepared academically in the field of educational administration with work in teacher evaluation and supervision, and be knowledgeable in the related fields of child development, guidance, reading and math education, special education, special services.
- C. Have demonstrated the ability to evaluate and develop curriculum and make instructional improvements.
- D. Demonstrate ease in utilizing technology for reports, presentations, and analysis of data.
- E. Demonstrate the ability to communicate effectively orally and in writing.
- F. Demonstrate effective collaborative skills to work in concert with administrative colleagues and district educators.

DUTIES & RESPONSIBILITIES:

Supervision and Evaluation of Staff:

- Assist the Principal in the selection and appointment of new staff members.
- Promotes the professional growth of assigned staff members.
- Observes classroom teaching and conferences teachers regarding it.
- Evaluates assigned staff

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- Supervises and evaluates the performance of assigned non-certified personnel in accordance with appropriate collective bargaining agreements.
- Provides supervisory help to solve teaching problems and to improve instruction.
- Supervises duty assignments of teachers.
- Supervises the school supportive programs.

Curriculum/Instruction:

- Assists the Principal in scheduling and in the organization of the school.
- Coordinates and articulates the curriculum within the school for designated subjects.
- Evaluates the instructional program through a variety of means.
- Assists the Principal in administering system-wide and school based testing and evaluation.
- Implements and maintains all curricular programs and articulation and provides necessary formative and summative evaluations of each in assigned curriculum areas.
- Establishes and implements a fair and consistent program of school discipline under the direction of the Principal.

Budget/Facilities Management:

- Assists in the preparation of the school budget.
- Administers the budget in an effective manner for designated disciplines.
- Assists the principal in safeguarding the health and well-being of students and staff members.
- Assists the principal with the overall management of the school facility.

Professional Development:

- Accepts responsibility for personal professional development and growth.
- Utilizes research and published materials pertinent to the profession.
- Periodically updates planning, organizing, budgeting, and communication skills.
- Seeks better methods of administering and providing leadership through study, supervisory help, and the evaluation of programs.

Other:

- Acts as the Principal in the absence of the Principal.
- Performs related duties as assigned by the Principal and/or Superintendent.

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The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

SUPERVISES: Teachers and non-certified staff members in conjunction Elementary School Principal

SALARY: As set by contract schedule between the Board of Education and the Somers Administrators' Association.

LENGTH OF WORK YEAR: 10 months

DATE: 8/13/18