Assistant Principal
As Assistant Principals we have a wide range of responsibilities, handling everything from multi-year planning to daily sub coverage. We support the Principal in fostering a positive, inclusive, and academically focused school environment. This role includes leadership in school culture, student support systems, instructional supervision, operations, and collaboration with staff, students, families, and the community. We work to ensure that all students have access to a safe, supportive, and engaging learning environment. A detailed list can be found below.

School Culture and Student Support

- Creating and maintaining culture by being a presence in the halls and classrooms
- Mindfully plan and support student transitions, especially from 5th to 6th grade and 8th to 9th grade
- Facilitate and supervise student disciplinary processes, including detentions and restorative practices. Restorative practices include being trained in outside resources like iDecide vape prevention programs, connecting with local resources to help support students, and internally creating and implementing restorative modules for students.
- Manage and oversee documentation and legal compliance related to suspensions, bullying investigations, and student conduct
- Work directly with students to provide feedback, support behavior improvement, and encourage responsible decision-making

Student Services and Compliance

- As the 504 coordinator we manage the 504 case load for the building, conduct annual meetings, complete paperwork, and ensure compliance under Section 504
- As IST (Instructional Support Team) coordinators we facilitate all IST meetings, document and manage all students referred to the IST process. This is a DESE requirement and part of our Child Find process.
- Oversee student attendance monitoring, truancy interventions, and related documentation, including participation in legal or court proceedings when required
- Collaborate closely with the counseling department to support student academic, social, and emotional needs
- Through the above responsibilities we work to build our MTSS model and available Tiered Supports to get students the assistance they need. This helps to close student knowledge gaps before they widen and lessen the number of Special Education referrals.

Instructional Leadership

- Evaluate educators and paraprofessionals and provide constructive feedback to support professional growth, instructional effectiveness, and provide a focus on district educational goals.

- Plan and facilitate professional development opportunities for faculty and staff
- Lead and coordinate faculty meetings, team leader meetings, and department head meetings
- Support instructional initiatives and school improvement goals through collaboration with teachers and instructional teams
- Members of district leadership team and work to support and implement district goals and initiatives

Assessment and Academic Coordination

- Coordinate schoolwide assessments including MCAS administration and logistics
- Manage and monitor IXL assessment data and support data-informed decision making
- Collaborate with staff to analyze academic data and support instructional planning

Operations and School Management

- Monitor and assist students during lunch to ensure safety and also help them in navigating that time socially
- Manage all aspects of substitute teachers which includes daily scheduling, interviewing and onboarding, and ReadySub management
- Assist in developing the master schedule and balancing middle and high school program needs
- Supervise morning and afternoon bus/student arrival and dismissal to ensure safety and efficiency for families
- Assist with the application review, interviewing, hiring, and onboarding processes for all school personnel, ensuring each new staff member contributes positively to the building's culture

Family and Community Engagement

- Communicate regularly with families through phone calls, emails, and meetings regarding student progress
- Support family and community outreach efforts to strengthen partnerships between school and community
- Attend and support school events and activities, including serving as a chaperone when needed
- Support families as their students transition into Tahanto from Elementary school and into High school from middle school