

**RSU No. 5 Durham ~ Freeport ~ Pownal
Assistant Principal Job Description**

QUALIFICATIONS:

1. Maine assistant principal certification (045)
2. At least five years combined successful experience in teaching and/or administration
3. Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable.

REPORTS TO:

Building Principal

SUPERVISES:

Faculty and staff of school (under the direction of the building principal)

JOB GOAL:

To assist the principal in achieving and maintaining the best possible educational programs for the students of RSU5 that supports the mission, vision and the beliefs of RSU5.

PERFORMANCE AREAS:

1. Assists the principal with general school needs as evidenced in general student management in the areas of discipline, attendance, bus supervision, sports events, dances/socials and all school sponsored activities.
2. Assists the principal in the development and implementation of professional growth and staff development programs that raise aspirations, student engagement, and student voice.
3. Possesses and practices good organizational skills and communication skills with staff, students and parents.
4. Assists the principal with the supervision and evaluations of all staff using the RSU5 Professional Growth and Evaluation Plan for educators and identified rubrics for other staff.
5. Serves, as needed, as the administrative representative at IEP's for special education students.
6. Maintains a safe and healthy learning environment for all students and staff and follows all ensures that safety protocols are followed.
7. Inspires, motivates, guides, and directs staff in setting and achieving the highest standards of educational excellence for the school and the district.
8. Is responsible for any other tasks that may be assigned by the principal or superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors. (260 days)

EVALUATION:

Evaluated annually by the Building Principal in accordance with Evaluation of Administrators.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: May 9, 2017