

**Bourne Public School District**  
**Functional Job Description**

**Title: Elementary Assistant Principal for Student Services - Early Elementary (PK -2)**  
**Reports to: Principal, Director of Special Education & Student Services #JD2.2**

***Essential Duties and Performance Responsibilities as Assistant Principal:***

- Assists the Principal with daily school management, student activities and services, community relations, personnel, and instruction matters
- Assists the Principal in school improvement efforts including on-going advancement of curriculum, instruction and assessment
- Participates in community and school-sponsored events in order to continuously improve school-community relations
- Monitors and coordinates the student positive behavior intervention and/or discipline program in accordance with both district procedure and/or policy and the due process rights of students
- Monitors daily attendance and participation in school of individual students
- Communicates with parents and families regarding attendance expectations and individual student absences
- Files and maintains appropriate attendance related forms and documents with school and court and acts as the liaison between the school and the district court for services related to children within the school building
- Implements all aspects of the Educator Evaluation System including supervision and evaluation of teaching, ESPs and additional staff as assigned
- Participates in recruitment, hiring, and mentoring of educators
- Works with the school and district administration concerning the selection, implementation, and assessment of curriculum and resources
- Assists the Principal in the development and implementation of the school budget
- Prepares student and staff schedules and coordinates computerized grade reporting and enrollment/attendance reporting systems
- Prepares documents and reports that the Principal may request concerning any aspect of the school's operation
- Attends School Committee meetings when requested to participate in presentations concerning the operation of the school
- Attends all faculty meetings (as a representative of the Principal)
- Participates as a member of the school's Crisis Response Team, MTSS Committee, and other Committees as assigned
- Coordinates, facilitates, and communicates with the building Principal all of the appropriate testing accommodations necessary for building-based and district wide assessments
- Plans and conducts professional development for staff as needed
- Serve as Acting Principal in the absence of the Principal
- Performs other duties as assigned by school or district administration

### ***Essential Duties and Performance Responsibilities in Student Services:***

- Serves as the chairperson/district financial designee for team meetings. Understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process
- Assists the Director of Special Education and Student Services and the building Principal to ensure the best combination of educational programs and other services for each child with special education needs
- Ensures the implementation of all programs and placements as determined by the Team meeting process
- Coordinates and schedules testing and diagnostic procedures within mandated timelines as they relate to the suspected area of disability
- Coordinates extended day and/or year services for eligible students
- Coordinates the referral process, Team Meeting process, and ensures all required paperwork is completed
- Assists in the coordination of and provision for staff development and workshops/trainings regarding special education topics including presenting on such topics when needed
- Oversees the transition and referral process of students and participates in transition meetings both within and outside the district as needed
- Facilitates and maintains communication and working relationships with parents, outside agencies, and community resources
- Ensures adherence to the DESE's Tiered Focused Monitoring process and specifications
- Facilitates and monitors all requests for home/hospital tutoring once approved by the Director of Special Education and Student Services
- Member/Chair of the Student Study Team (SST) as directed by building Principal
- Other duties as assigned by building or district administration

### ***Specific to Building Based Early Childhood Coordination***

- Coordinates and implements child find and peer screenings throughout the school year
- Attends bi-monthly Bourne Early Childhood Council Meetings throughout the school year
- Attends regional Early Intervention meetings throughout the school year
- Assists building Principal and Director of Special Education and Student Services with accreditation credentials as required by the Department of Early Education and Care
- Works as a liaison for families entering into the public school system.

### **Physical Demands**

- Must be able to prepare and read documents and use a computer and other office equipment on a daily basis
- Auditory and Verbal Communication - Must be able to communicate effectively and efficiently by telephone and in person with School Committee members, staff, students, parents and the public.
- Physical Abilities - Performing this position requires extended sitting, filing, and use of a computer and other school office equipment.

- Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position.

### **Qualifications**

- Minimum of a Master's Degree
- Valid licensure in the area of school administration as an assistant principal/principal and experience with special education administration
- Experience at the early education and elementary level is preferred; such alternatives to the above as deemed appropriate by the Superintendent
- Strong technological skill
- Detailed-oriented and high level of proficiency and accuracy in all duties
- Strong written and verbal skills
- Ability to process, and appropriately maintain, sensitive, confidential material about employees and students
- Ability to exercise discretion, work independently, and carry out complex assignments with general instructions
- Ability to interact appropriately and in a positive manner with the School Committee, public, staff and students
- Ability to learn and understand District rules and procedures and legal requirements
- Ability to think ahead and anticipate problems and solutions
- Ability to self-motivate
- Ability to work in a team environment and develop cooperative and harmonious workplace relations

Salary: To be negotiated/regionally competitive

Terms of Employment: Individual Employment Agreement, 210 Work Days Inclusive of School Year (days outside of school year at the discretion of the Principal)

Evaluation: Evaluated annually by the Principal and Director of Special Education and Student Services

**Adoption by School Committee: 6/1/22**