

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION -ELEMENTARY ASSISTANT PRINCIPAL**

Job Title	Assistant Principal
Supervisor	Principal
Qualifications:	<ul style="list-style-type: none"> <li>● Master’s Degree with a major in Educational Administration</li> <li>● Minimum of (3) years teaching experience in an educational leadership role.</li> <li>● Certified by the New Hampshire State Department of Education as a Principal or Associate Principal.</li> <li>● Special Education Certification , minimum of three (3) years as a Special Ed Coordinator preferred.</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>● Under direction of the Principal, the Assistant Principal assists with administering and supervising the total school program.</li> <li>● Provides educational leadership for students and staff members consistent with the educational goals of the community.</li> <li>● Functions include coordinating programs, establishing a climate conducive to learning, planning, affecting, and decision making.</li> </ul>
Performance Responsibilities	<ul style="list-style-type: none"> <li>● Serves as Principal in the absence of the Principal.</li> <li>● Assist the principal to implement the tenants of Professional Learning Communities.</li> <li>● Assist the principal to create and encourage a building vision.</li> <li>● Participates in special education meetings as the LEA representative.</li> <li>● Participates with the Principal and/or Director of Special Services in the development of programs consistent with the needs of student and state mandates.</li> <li>● Supervises special education teachers and related service providers, and paraprofessionals.</li> <li>● Member of the crisis response team and should be able to perform the restraints required in crisis prevention.</li> <li>● Participates in the selection, supervision, and evaluation of all school personnel as directed by the Principal.</li> <li>● Serves as a member of committees and attends meetings as the Superintendent of Schools and Principal shall direct.</li> <li>● Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school’s administration as assigned by the Principal.</li> <li>● Assumes responsibility of the disciplinary functions of the school in conjunction with the Principal, and communicates with the parents verbally and in writing as appropriate.</li> <li>● Monitor and analyze data regarding student behavior and create goals and action steps based upon analysis.</li> <li>● Completes any and all other duties as assigned by the Principal or other assignments delegated by the Superintendent’s Office.</li> <li>● Assists administrative support team in coordinating educational/student supports.</li> <li>● Assists with the supervision of the professional and paraprofessional staff, including the timely documentation of classroom observations and writing of summative evaluations as assigned.</li> <li>● Ensure quality instruction is taking place in all classrooms.</li> <li>● Support staff in differentiating instruction, implementing IEPs, behavioral plans, and ensuring that individual student needs are met.</li> <li>● Attends appropriate school/district meetings and school events.</li> <li>● Conducts post-conferences after each formal observation to discuss the purposes and outgrowth of the visitations.</li> <li>● Assists individual teachers in the development of setting long and short-term goals.</li> <li>● Planning and/or participating in various meetings including professional faculty meetings, staff meetings, and PLC meetings, level/content area team meetings, state-wide meetings and curriculum development meetings, and special education meetings.</li> <li>● Assists with the planning of in-service training programs for teachers to enhance their development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiar with school philosophy, texts, guides, policies, school facilities, and the needs of the community.</li> <li>• Assists with building the Master Schedule as well as student placement.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and an employee is not required to do extensive physical exertion. Employees are occasionally required to do some lifting. Employees are typically able to sit and stand as needed.
Terms of Employment	Covered under the Teamsters Collective Bargaining Agreement
Evaluation	Evaluation by the building principal in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

January, 2023

June, 1998

April, 1994