

BOURNE PUBLIC SCHOOLS

ASSISTANT PRINCIPAL - ELEMENTARY JOB DESCRIPTION

Reports to: Elementary School Principal

Job Goal: To assist the Principal in the overall administration of the school in order to provide the best educational programs and services

To advise the Principal concerning the development, implementation, and evaluation of school policies, programs, services, and needs **JD2.1**

Essential Duties and Performance Responsibilities as Assistant Principal:

1. Assists the Principal with daily school management, student activities and services, community relations, personnel, and instruction matters
2. Assists the Principal in school improvement efforts including on-going advancement of curriculum, instruction and assessment
3. Participates in community and school-sponsored events in order to continuously improve school-community relations
4. 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
5. Monitors daily attendance and participation in school of individual students
6. Communicates with parents and families regarding attendance expectations and individual student absences
7. Serves as the chairperson/district financial designee for team meetings as assigned
8. Understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process
9. 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
10. Implements all aspects of the Educator Evaluation System including supervision and evaluation of teachers, ESPs and additional staff as assigned
11. Participates in recruitment, hiring, and mentoring of educators
12. Works with the school and district administration concerning the selection, implementation, and assessment of curriculum and resources
13. Assists the Principal in the development and implementation of the school budget
14. Prepares student and staff schedules and coordinates computerized grade reporting and enrollment/attendance reporting systems

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15. Prepares documents and reports that the Principal may request concerning any aspect of the school's operation
16. Assists in coordinating and implementing Benchmark Testing, MCAS, and other building-based tests
17. Attends School Committee meetings when requested to participate in presentations concerning the operation of the school
18. Attends, and at times, leads, faculty meetings
19. Participates as a member of the school's Crisis Response Team, MTSS Committee, and other Committees as assigned
20. Coordinates, facilitates, and communicates with the building Principal all of the appropriate testing accommodations necessary for building-based and district wide assessments
21. Plans and conducts professional development for staff as needed
22. Collaborates with Principal and District Administration to determine working days when students are not present
23. Serve as Acting Principal in the absence of the Principal
24. Performs other duties as assigned by Principal or District Administration

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
- 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, full calendar year with competitive salary and vacation/sick time; or Individual employment agreement mirroring the school year with 27 additional days totaling 220 (to be negotiated)

Evaluation: Evaluated annually by the Principal

The Bourne Public Schools does not discriminate on the basis of age, disability, sex, race, color, homelessness, religion, sexual orientation or national origin.