SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **ASSISTANT PRINCIPAL**

QUALIFICATIONS:

1. Connecticut Intermediate Administrator Certification (092).
2. Successful teaching experience at the elementary or secondary level.
3. Demonstrated knowledge of current educational practices, curriculum, assessment, and instructional leadership.
4. Strong interpersonal communication and organizational skills.
5. Experience with data-driven decision-making, staff supervision, and school improvement planning preferred.

REPORTS TO:
Principal

SUPERVISES:
School programs, activities, and personnel as directed by the principal.

JOB GOAL:
Provide leadership and support in the administration, supervision, and coordination of school programs, operations, and personnel to ensure a safe, inclusive, and effective learning environment that promotes the academic and social-emotional growth of all students. Support the principal's vision for the school.

PERFORMANCE RESPONSIBILITIES:

1. Serve as acting principal in the absence of the principal.
2. Assist the principal in the daily administration and operation of the school.
3. Support the implementation, supervision, and evaluation of instructional programs.
4. Participate in the recruitment, selection, assignment, supervision, and evaluation of staff.
5. Assist with the development and monitoring of the school budget and allocation of resources.
6. Support student management, including discipline, attendance, and behavior interventions that promote positive school climate.
7. Assist in coordinating building operations, safety protocols, and maintenance of facilities and grounds.
8. Foster communication and collaboration among students, staff, parents, and the broader community.
9. Promote professional learning and growth among staff.
10. Participate in the development and implementation of school improvement and district initiatives.
11. Perform other duties as assigned by the principal.

TERMS OF EMPLOYMENT:
In accordance with the working agreement between the Southington Board of Education and the Southington Administrators Association.

EVALUATION:
Performance to be evaluated by the building principal.

Revised 03-14-96; 8-8-16; 10-8-25
Approved by BOE: 12-11-25