

Dartmouth Public Schools

Position Title: Associate Principal – Dartmouth Middle School

Position Goal: At all times to use leadership, supervisory and administrative skills so as to promote the maximum educational development of each student, and to assist the principal to make the school facility a safe, pleasant, and productive place in which to learn and work.

Minimum Qualifications:

- Masters degree or equivalent from an accredited college or university; education background should include courses in educational administration, supervision, and child development.
- A valid license as a school principal/assistant school principal issued by the Massachusetts Department of Elementary and Secondary Education
- At least five (5) years of successful experience teaching and/or school administration.
- Such alternatives to the above qualifications as the Superintendent may find appropriate.

Reports to: Middle School Principal

Supervises:

1. Educators.
2. Educational Support Professionals.
2. Other professional staff.
3. Non-professional school staff.
4. Other resource and service personnel while functioning in the assigned school.

Responsibilities:

At all times, the Associate Principal reports directly to and functions under the direct supervision of the Principal. Under the supervision of the Principal, the Associate Principal will have the authority to perform all of the responsibilities of the Middle School Principal subject to the approval of the Middle School Principal and the Superintendent of Schools.

Primary responsibilities of the Associate Principal will be:

- To assume the duties and responsibilities of the Middle School Principal in their absence.
- To oversee MCAS (and all responsibilities associated with the administration of such exams), and analysis of data.

- To assist the Principal with grant-funded programs, the NEASC accreditation process, community outreach, the effective partnership with the SRO, various reports as requested by the Superintendent and evaluations.
- To support the Assistant Principals with student discipline and to work with the Assistant Principals to develop a constructivist approach to student discipline.
- To collaborate with district leaders and when appropriate to assume duties related to writing and oversight of high school grants.
- To collaborate with stakeholders in the development of the School Improvement Plan.
- To collaborate with district and building-based educators to develop and align curriculum to state standards and make adjustments in alignment with the curriculum revision cycle and School Improvement Plan (SIP).
- To chair instructional and leadership team meetings and collaborate with lead teachers regarding departmental PLC's and common planning time (CPT).
- To collaborate with Central Office and building administrators to provide professional development.
- To perform any other duties as assigned or requested by the Middle School Principal.

Terms of Employment:

The work year shall consist of 217 days; i.e., the 182 days that school is in session plus thirty-five (35) additional days as determined by the Principal subject to the review and approval of the Superintendent. Salary and working conditions as established in the Agreement between the Dartmouth Administrators Association (DAA) and the Dartmouth School Committee.

Evaluation:

Performance will be evaluated by the Middle School Principal in accordance with the provisions and procedures established in the DAA contract.