Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Assistant Principal

Reports To: Principal

Supervises: Teaching Staff, Paraprofessionals, Administrative Assistants, School Monitors, Custodial Staff, and Substitutes.

Qualifications:

Master's Degree or the equivalent, or evidence of working toward such with emphasis in administration and supervision.

Minimum of three (3) years' experience as a successful teacher, five (5) years of experience preferred.

Applicants with supervisory, administration, and/or research experience in education preferred.

Licensure and Certification Requirements:

Holds, has held, or is eligible for a valid New Hampshire educator certificate with an endorsement in a teaching area.

Holds a valid New Hampshire certificate as Principal or Statement of Eligibility.

Valid state driver's license.

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities: Except as specifically noted, the following functions are considered essential to this position:

Necessary Knowledge, Skills and Abilities:

Demonstrated ability to plan, direct, evaluate, control, and manage the school's activities of student, teachers, and other personnel assigned to the respective school.

Management and Control

- Establishes an attendance procedure in conjunction with the Principal and ensures that daily home contacts are made.
- Assumes responsibility of the disciplinary functions of the school in conjunction with the Principal, and communicates with the parents verbally and in writing in all cases of suspension.
- Prepares school reports that are necessary and appropriate to the office.
- Inspects the building frequently for physical problems or damages that require immediate attention.
- Works with the principal with monitoring the negotiated contract with the Teacher's Association.
- Interprets and clarifies provisions of local and district wide policy when necessary, and supervises compliance at all times.
- Communicates personnel problems to the Principal as they arise.
- Works with the Principal in overseeing bus transportation and discipline associated with student busing.
- Works with the Principal in maintaining appropriate student behavior in the building.
- When assigned, allocates and directs special duty assignments for teachers.
- Coordinates fire, civil defense, bus drills and emergency response activities.
- Assists the Principal in maintaining appropriate student behavior in the cafeteria.
- When assigned, allocates and directs special duty assignments for teachers.
- Coordinates fire, civil defense, bus drills and emergency response activities.
- Assists Principal with the administration, evaluation, and supervision of school staff including teachers, paraprofessionals, and administrative assistants.
- Shall assist with the direction and coordination of procedures governing school and class attendance, promptness, and early dismissals and shall implement such procedures.
- Works with the Principal with administration and supervision of student assembly programs, drama productions, and speech and music productions.
- Works with the principal annual budget and student accounts as directed by the Principal.
- Completes any and all other duties as assigned by the Principal or other assignments delegated by the Central Office.
- Coordinates substitutes and schedules with daily email to staff. Works with PTO when possible.

Instruction

- Works with the Principal in the formal evaluation process of the teaching faculty.
- Works with teachers in terms of methodology and instructional techniques in all subject areas.
- Observes the quality of instruction in conjunction with the Principal to promote professional growth in individual teachers.
- Works with individual teachers in the development of setting long and short-term goals.
- Works with the Principal in instituting instructional in-service programs with individual teachers and with departments on a continuing basis.
- Planning and/or participating in various meetings including professional faculty meetings, staff meetings, grade level/content area team meetings, state wide meetings and curriculum development meetings.
- Assists with the Principal on teacher assignments and scheduling.
- Works with the development and execution of the school's master schedule in conjunction with the Principal, guidance counselor, and other staff members.
- Participates with the Principal, and counsling in the development of a program of studies consistent with the needs of student and state mandates.

Community Relationships

- Works with the principal in public relations and communications

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually by Principal in accordance with School Board policy.