

**JOB DESCRIPTION**  
**ADMIN REG. GCA-R ASST. PRINCIPAL-ELEMENTARY**

**1:0 ASSISTANT PRINCIPAL-ELEMENTARY**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Assistant Principal-Elementary reports to and is evaluated by the Building Principal of the school served. He/she will serve as a direct representative of the Superintendent, supervising and directing all activities of an individual school in the absence of the Principal.

2:1 The Assistant Principal – Elementary upon assumption of Building Principal duties is responsible for the complete administration of the individual school in all areas of its operations. The line staff responsibility in the assumption of these duties is exactly as it is for the school Principal and the Assistant Principal – Elementary shall have line authority over all subordinate personnel working within the building including supervisory and specialist personnel assigned on a periodic or itinerant basis.

**3:0 FUNCTIONS AND DUTIES-**

3:1 The Assistant Principal-Elementary will assume all job duties listed for the Principal-Elementary under its Administrative Regulation.

3:2 The Assistant Principal-Elementary will assist the Building Principal in matters of discipline.

3:3 The Assistant Principal-Elementary will assist the Building Principal in scheduling of classes, pupils, cafeteria, transportation, etc.

3:4 The Assistant Principal-Elementary shall be responsible for ensuring the safe arrival and departure of students at bus transportation schools or for the safety supervision of playground arrival and departure of students at non-bus transportation schools. (These are known as before/after school duties.)

3:5 The Assistant Principal-Elementary will assume the responsibility of scheduling and supervising before school and after school duties for teachers, which may include, but is not limited to, playground, bus, and recess duty.

3:6 The Assistant Principal-Elementary shall be a School Council representative at his/her school.

3:7 The Assistant Principal-Elementary shall be second in chain of command on the building's "Crisis Plan".

3:8 The Assistant Principal-Elementary shall assume the management of the building during the Building Principal's absence.

3:9 The Assistant Principal-Elementary shall, when requested by the Building Principal, chair meetings as requested; PTO, staff meetings, etc.

3:10 The Assistant Principal-Elementary may be responsible for counting/dispensing medication to students in the event that the Building Principal and nursing staff are unavailable.

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- 3:11 The Assistant Principal-Elementary shall assist in the ordering, distribution, and inventory of the building's instructional and non-instructional supplies.
- 3:12 The Assistant Principal-Elementary will assist the Building Principal in the orientation of substitute teachers.
- 3:13 The Assistant Principal-Elementary will assist the Building Principal in the scheduling and conduct of parent conferences.
- 3:14 The Assistant Principal-Elementary will perform any and all duties and responsibilities as assigned by the Elementary Building Principal.
- 4:0 THE ASSISTANT PRINCIPAL-ELEMENTARY FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**
- 4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY
- 4:1.1 The Assistant Principal-Elementary understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork, encourages collegiality, and supports collaboration.
- 4:1.2 The Assistant Principal-Elementary balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
- 4:1.3 The Assistant Principal-Elementary communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.
- 4:1.4 The Assistant Principal-Elementary expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.
- 4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN
- 4:2.1 The Assistant Principal-Elementary recognizes that student learning must be the focus of all school programs and activities.
- 4:2.2 The Assistant Principal-Elementary develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.
- 4:2.3 The Assistant Principal-Elementary believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

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**4:3 SAFE ENVIRONMENT**

- 4:3.1 The Assistant Principal-Elementary constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.
- 4:3.2 The Assistant Principal-Elementary builds caring and considerate relationships that demonstrate regard and respect for all people.

**4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

- 4:4.1 The Assistant Principal-Elementary believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Assistant Principal-Elementary resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Assistant Principal-Elementary adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

- 5:1 The Assistant Principal-Elementary shall hold Massachusetts Certification credentials as Principal/Assistant Principal PreK-6.
- 5:2 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and Assistant Principal- Elementary regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 4/23/2014