

**JOB DESCRIPTION**

**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**

**1:0 ASSOCIATE PRINCIPAL – FAIRHAVEN HIGH SCHOOL**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Fairhaven High School Associate Principal reports to and is evaluated by the Superintendent of Schools.

**3:0 FUNCTIONS AND DUTIES- THE FAIRHAVEN HIGH SCHOOL ASSOCIATE PRINCIPAL IS THE CO-EXECUTIVE LEADER RESPONSIBLE FOR THE COMPLETE OPERATION OF THE SCHOOL.**

**3:1 ADMINISTRATION**

3:1.1 The Fairhaven High School Associate Principal carries out all mandates of Principals as outlined by the Massachusetts Education Reform Law of 1993, including but not limited to co-chair of School Councils, evaluation procedures, etc.

3:1.2 The Fairhaven High School Associate Principal understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:1.3 The Fairhaven High School Associate Principal is responsible for all special needs programs within the school following appropriate local, state, and federal standards as they apply.

3:1.4 The Fairhaven High School Associate Principal applies knowledge of auxiliary programs (transportation, food service, student services, and facilities and maintenance management) that support the core values and goals of the school and district.

3:1.5 The Fairhaven High School Associate Principal coordinates all state and local testing procedures following state and local directives.

3:1.6 The Fairhaven High School Associate Principal prepares, under procedures established by the Office of the Superintendent, an annual operating building budget, administers this building based budget, and coordinates the maintenance and grounds of the building.

3:1.7 The Fairhaven High School Associate Principal serves as an instructional leader of the school, the primary or secondary evaluator of the school's staff, and the overseer of the operations of the building. (S)he relates the educational objectives of the district and school to instructional practices that yield the highest standards of student achievement, instructional excellence, community support, and school morale. The Fairhaven High School Associate Principal is responsible to be the chief administrative and supervisory official of the school.

3:1.8 The Fairhaven High School Associate Principal serves as the chief administrative and supervisory official of the school.

3:1.9 The Fairhaven High School Associate Principal supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations and the provisions of the district's collective bargaining agreements.

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 2**

- 3:1.10 The Fairhaven High School Associate Principal develops annual goals and a strategic plan for the school. Chairs and facilitates the work of the School Site Council.
- 3:1.11 The Fairhaven High School Associate Principal develops the plans for the future needs of the school using, when needed, advisory committees and/or study groups, research, etc. Reports the recommendations and conclusions to the Superintendent.
- 3:1.12 The Fairhaven High School Associate Principal acts as a student advocate to ensure the rights of all students are respected and that all have equal access to the educational opportunities necessary to meet their needs and abilities.
- 3:1.13 The Fairhaven High School Associate Principal exercises authority over the behavior and conduct of pupils, professional and non-professional employees, visitors, and any other persons using the school.
- 3:1.14 The Fairhaven High School Associate Principal participates in the formulation of changing of policies and administrative regulations related to the operation of the school.
- 3:1.15 The Fairhaven High School Associate Principal prepares or supervises the creation of all reports, records, and other paperwork as required by the School Committee, the State department of Education, and the Federal Government, or paperwork that may be appropriate to the school's administration.
- 3:1.16 The Fairhaven High School Associate Principal keeps the Superintendent informed, and advises, assists, and works cooperatively with the Superintendent and all other central office staff in school-related matters.
- 3:1.17 The Fairhaven High School Associate Principal attends administrative staff meetings and School Committee meetings, upon request of the Superintendent, and other appropriate professional meetings.
- 3:1.18 The Fairhaven High School Associate Principal prepares and/or supervises the creation of the master teaching schedule and classroom assignments.
- 3:1.19 The Fairhaven High School Associate Principal plans and supervises parent/teacher conferences.
- 3:1.20 The Fairhaven High School Associate Principal maintains an efficient office system to support the administrative functions of the school.
- 3:1.21 The Fairhaven High School Associate Principal develops the school calendar and monthly activities in partnership with the Superintendent.
- 3:1.22 The Fairhaven High School Associate Principal attends special events held to recognize student achievement and other school-sponsored activities and functions.
- 3:1.23 The Fairhaven High School Associate Principal performs other duties and assumes such other responsibilities as may be assigned by the Superintendent or as required by law, code, regulation/School Committee policy.

**3:2 STUDENT SERVICES**

- 3:2.1 The Fairhaven High School Associate Principal collaborates with the other district administrators in the process of monitoring the progress of all students.
- 3:2.2 The Fairhaven High School Associate Principal directs the planning and delivery of all state and federally funded compensatory education services.
- 3:2.3 The Fairhaven High School Associate Principal in conjunction with the School Leadership Team, serves as the chairperson of the school's Leadership Team and School Council, and submits an annual school improvement plan regarding the school's needs and planned activities.
- 3:2.4 The Fairhaven High School Associate Principal maintains individual student records and reports of pupil progress.
- 3:2.5 The Fairhaven High School Associate Principal maintains high standards of student safety and conducts and enforces discipline as necessary in accordance with School Committee policy and the students' rights to due process.
- 3:2.6 The Fairhaven High School Associate Principal notifies the parent(s) or guardian(s) of a student, and the Superintendent, to arrange for an immediate examination by a physician of any student suspected of being under the influence of alcohol and other drug(s).
- 3:2.7 The Fairhaven High School Associate Principal excludes students whose presence is detrimental to the health and safety of other students within State law and School Committee policy.
- 3:2.8 The Fairhaven High School Associate Principal implements registration, screening, placement, evaluation, promotion, and retention policies, and plans and implements graduation ceremonies.
- 3:2.9 The Fairhaven High School Associate Principal administers the organization, implementation and supervision of field trips and co-curricular activities.

**3:3 PERSONNEL**

- 3:3.1 The Fairhaven High School Associate Principal supervises staff members in compliance with local, state, and federal law and the policies and procedures of the school district.
- 3:3.2 The Fairhaven High School Associate Principal implements sound personnel practices through the use of paper screening, interviews, reference checks, the observation of skill and ability, and the recommendation for hire of school employees.
- 3:3.3 The Fairhaven High School Associate Principal observes and evaluates building staff in accordance with law and established procedures. In conjunction with the Associate Principal, recommends to the Superintendent employees for contract renewal and/or professional status. Assists employees in achievement of their job goals.

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 4**

- 3:3.4 The Fairhaven High School Associate Principal has authority for hiring and firing, and employee discipline.
- 3:3.5 The Fairhaven High School Associate Principal advises the Superintendent on employee and labor relations, and contract actions and grievance disposition.
- 3:3.6 The Fairhaven High School Associate Principal provides building orientation for new staff members and assigns mentors as needed.
- 3:3.7 The Fairhaven High School Associate Principal promotes effective communication and cooperation among staff through regular staff meetings and department and grade level meetings.
- 3:3.8 The Fairhaven High School Associate Principal maintains and submits to the Superintendent all records and reports required by law including, but not limited to, staff attendance.
- 3:3.9 The Fairhaven High School Associate Principal provides building orientation for, assignment to, and evaluation of district substitute personnel.
- 3:3.10 The Fairhaven High School Associate Principal ensures the proper placement and supervision of student teacher's, practicum students, and visitors.
- 3:4 **BUSINESS**
  - 3:4.1 The Fairhaven High School Associate Principal directs the development of the school's budget including staffing needs, instructional materials and book needs, and provision for the activities of the school.
  - 3:4.2 The Fairhaven High School Associate Principal prepares and submits the school's budget requests and monitors the expenditure of funds.
  - 3:4.3 The Fairhaven High School Associate Principal prepares short-range and long-range financial plans for the school.
  - 3:4.4 The Fairhaven High School Associate Principal reviews and updates receipts for purchased materials, supervises distribution of all supplies, library books, textbooks, and equipment, and maintains inventories of the school.
  - 3:4.5 The Fairhaven High School Associate Principal ensures the proper collection, safekeeping, and accounting of school activity funds.
  - 3:4.6 The Fairhaven High School Associate Principal receives fees and fines as required. Submits, in a timely fashion, money, and records to the Business Office.
- 3:5 **FACILITIES**
  - 3:5.1 The Fairhaven High School Associate Principal maintains the school as a healthy and safe learning environment for students.

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 5**

- 3:5.1 The Fairhaven High School Associate Principal works cooperatively with other district personnel to develop and maintain a master schedule of the usage of the school's building and grounds.
- 3:5.2 The Fairhaven High School Associate Principal cooperates with other district personnel regarding the custodial and maintenance operations of the school building and grounds and such related services as cafeteria and transportation.
- 3:5.3 The Fairhaven High School Associate Principal plans and supervises fire and other emergency drills as required by law and School Committee policy.
- 3:6 **PROFESSIONAL GROWTH**
- 3:6.1 The Fairhaven High School Associate Principal uses evaluation for self-improvement; carries out individual improvement plan.
- 3:6.2 The Fairhaven High School Associate Principal maintains a high level of competence in the field of education, remaining current in issues related to areas of responsibility.
- 3:6.3 The Fairhaven High School Associate Principal maintains a high level of personal integrity and a strong work ethic.
- 4:0 **THE FAIRHAVEN HIGH SCHOOL ASSOCIATE PRINCIPAL 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 Fairhaven High School Associate Principal 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 Fairhaven High School Associate Principal 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 Fairhaven High School Associate Principal 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 Fairhaven High School Associate Principal expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 6**

- 4:1.5 The Fairhaven High School Associate Principal promotes effective communication through a public information program. Ensures the writing and dissemination of the appropriate documents regarding the school's progress toward its instructional priorities, goals, policies, and objectives as well as modern educational practices, educational trends, and in-service activities.
- 4:1.6 The Fairhaven High School Associate Principal promotes effective communication among all members of the school community. Develops and maintains good relations with the school community, the School Leadership Team, the School Council, PTO, etc., and other professional, civic, community, and volunteer groups.
- 4:1.7 The Fairhaven High School Associate Principal acts as a liaison among the school, the home, and the community; interprets policies, programs, and activities; and encourages broad community relations and participation in the affairs of the school.
- 4:1.8 The Fairhaven High School Associate Principal implements strategies to promote a cooperative spirit among the school's personnel and parents to enhance the educational and social climate of the school. Seeks talent from the community to further the educational goals of the school and the district. Ensures criminal background checks are completed for volunteers.
- 4:1.8 The Fairhaven High School Associate Principal works cooperatively with colleagues within the district and from other school districts. Develops and maintains cooperative and positive relations with municipal, county, state, and federal agencies.
- 4:1.9 The Fairhaven High School Associate Principal serves on district and school committees, participates in district activities, and represents the district/school as warranted, or as directed by the Superintendent or his/her designee.
- 4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN
- 4:2.1 The Fairhaven High School Associate Principal recognizes that student learning must be the focus of all school programs and activities.
- 4:2.2 The Fairhaven High School Associate Principal is the instructional leader who oversees the use, alignment, consistency, and effectiveness of delivery of the district's curricula to achieve high levels of achievement for all students.
- 4:2.3 The Fairhaven High School Associate Principal 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.
- 4:2.4 The Fairhaven High School Associate Principal has line authority over all subordinate staff working within his/her building including any special subject teachers, special needs teachers, clerical, custodial, supervisory personnel, educational support personnel, part-time staff, tutorial staff, federally funded program staff, etc., regardless of the financial source of the individual's program funding.

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 7**

- 4:2.5 The Fairhaven High School Associate Principal believes that all students have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school to nurture, develop, and encourage each and every student.
- 4:2.6 The Fairhaven High School Associate Principal holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.
- 4:2.7 The Fairhaven High School Associate Principal serves as the instructional leader of the school. Involves teachers and parents in the development and implementation of state-required annual school plans to achieve pupil performance objectives, curriculum standards, and core course proficiencies. Submits an annual status report on the school plan.
- 4:2.8 The Fairhaven High School Associate Principal participates in the development, evaluation, and revision of curriculum and assumes responsibility for the implementation of approved programs. Provides for coordination and curriculum articulation among and between the grades and in partnership with the other district schools.
- 4:2.9 The Fairhaven High School Associate Principal oversees the formulation, planning, and implementation of a staff development program for school personnel and directs the program within the school.
- 4:2.10 The Fairhaven High School Associate Principal provides an articulated, consistent education for all students while encouraging staff to develop strategies, techniques and activities that reflect instructional diversity, alternatives and flexibility.
- 4:2.11 The Fairhaven High School Associate Principal oversees the evaluation of instructional materials, including textbooks, computer programs, library/media acquisitions, and other instructional materials.
- 4:2.12 The Fairhaven High School Associate Principal provides leadership in developing and implementing plans for instructional research, pilot studies for curriculum and instruction, and new courses of study.
- 4:3 **SAFE ENVIRONMENT**
- 4:3.1 The Fairhaven High School Associate Principal constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.
- 4:3.2 The Fairhaven High School Associate Principal affects pupil behavior through fair, firm and consistent adherence to the guidelines set forth in the Fairhaven High School Handbook in order to maintain a high level of safety, order, and discipline for all students. The Fairhaven High School Associate Principal stays current with legal updates pertinent to the field.
- 4:3.3 The Fairhaven High School Associate Principal builds caring and considerate relationships that demonstrate regard and respect for all people.
- 4:4 **BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R H.S. ASSOCIATE PRINCIPAL**  
**PAGE 8**

- 4:4.1 The Fairhaven High School Associate Principal believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Fairhaven High School Associate Principal resolves problems and makes decisions based on age appropriateness 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 Fairhaven High School Associate Principal develops with the counseling and teaching staff a full program of student advisement, counseling, and guidance services.
- 4:4.4 The Fairhaven High School Associate Principal plans and manages student activity programs to fulfill student developmental, social, cultural, athletic, leadership and scholastic needs.
- 4:4.5 The Fairhaven High School Associate Principal 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 Fairhaven High School Associate Principal shall hold Massachusetts Certification credentials as a Associate Principal/Assistant Associate Principal (9-12). Minimum of ten (10) years' experience in education, consisting of a minimum of four (4) years continuous experience as a secondary teacher in a single school system with the granting of professional teacher status in the position.
- 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 the Fairhaven High School Associate Principal 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.

S.C. Received: 12/14/16