

## Narragansett School System

Spring 2013

**TITLE:** Assistant Principal  
**REPORTS TO:** Superintendent of Schools and Principal  
**JOB DESCRIPTION:**

The assistant principal will be directly under the supervision of the principal. He/she will assist the principal in the development, implementation, supervision, and evaluation of programs for the school. He/she will implement the policies of the Narragansett School System.

### **MINIMUM QUALIFICATIONS:**

- Certified principal for the specified school level;
- At least five years experience as an elementary or secondary teacher (depending upon the specified school level);
- Must hold a master's degree from an approved institution.

### **DUTIES AND RESPONSIBILITIES:**

Including but not limited to:

#### Instructional Leadership

The assistant principal is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

- In cooperation with the superintendent, director of curriculum & instruction, the principal, and staff, assists in the review of and revision of the curriculum;
- Assists with planning faculty meetings and serves on key faculty committees, including the school improvement team and screening committees;
- Assists with initiating staff development programs for the continuing professional growth of staff;
- Evaluates certified and classified staff; and
- Uses information sources, data collection, and data analysis, including the use of technology, in promoting student learning and professional growth.

#### School Culture

The assistant principal is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- Models instructional leadership consistent with vision, such as visiting classrooms, talking with students about their learning, and initiating discussions about teaching and learning with the staff;
- Helps coordinate student placement and the identification of student learning problems;

- Serves as the school 504 coordinator and chairs the school's problem solving team;
- Ensures that the school plant is safe, attractive, and comfortable to work and learn; and
- Promotes an atmosphere of learning.

### Management

The assistant principal is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment.

- Supervises pupil attendance;
- Assists teachers with student discipline, monitors behavioral issues, and maintains a safe and orderly environment;
- Assists with the supervision of clerical personnel;
- Promptly files required written reports and information requested from the principal and central office administration;
- Supervises summer, after-school, and enrichment programming, to include, when appropriate, intramurals, field trips, assembly and guest speaker programs, etc.);
- Coordinates state, district, and school or grade assessments; and
- Along with the principal, schedules student courses, staff duty assignments; common planning times, and midterm and final exams, as appropriate; and
- Assists with budgeting.

### Families and Community

The assistant principal is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

- Works closely with staff and parents to help monitor student progress through timely communication;
- Accepts and respects individual and group differences with regard to gender, language, race, religion, and socioeconomic background and designs a school that addresses individual needs in a diverse society;
- Provides opportunities for the community and school to serve each other; and
- Develops parent awareness and support through ongoing involvement with parent organizations.

### Integrity and Ethics

The assistant principal is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

Political and Legal – The assistant principal is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.

- Works within policies, laws, and regulations; and

- Communicates with decision-makers outside the school community.

**TERMS OF EMPLOYMENT:**

The assistant principal's work year is 210 days at an annual salary determined by the school committee upon the recommendation of the superintendent.