



East Lyme Public Schools Position Description

Position Title:	Assistant Principal	
Department:	Building	
Reports To:	Principal	
Prepared By:		Date:
Approved By:	Superintendent of Schools	Date: February 2022

SUMMARY:

Assists the school principal by using leadership, supervisory, and administrative skills to foster a community of learners which enhances the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Leadership

Instructional Improvements

- Provides leadership for and involves teachers in the improvement of the school program.
- Encourages staff commitment to school goals and programs.
- Continually examines and reviews curriculum and instructional methodology for the purpose of enhancing the quality of instruction for students.
- Assess and promotes the attainment of planned learning outcomes.
- Shares ideas, materials, and provides opportunities for collaboration.
- Analyzes student performance data and plans for instructional and program improvement.
- Assists in the development of a plan for the smooth transition of students between educational levels.
- Develops and demonstrates supervisory skills related to the district supervision/evaluation process.
- Supervises and evaluates professional staff as assigned by the principal.

Planning and Preparation

- Develops a set of goals and objectives for his/her area of responsibility.
- Addresses the daily needs of the school community
- Uses human and material resources effectively.
- Communicates effectively in written and oral form and maintains communication with all constituent groups.

Assistant Principal (continued)

Management

- Maintains an attractive, safe, healthy, and productive atmosphere.
- Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
- Exercises direction and control of school bus and bus stop behavior of students and acts as liaison, as needed, between the central office staff members responsible for transportation and the bus contractor.
- Reviews and recommends revisions to the student code of conduct as needed.
- Assists in the recruiting, screening, hiring, training, and assigning of the professional and support staff.
- Employs and orients substitute teachers.
- Assists in preparation of school budget.
- Prepares reports in a timely and accurate fashion.
- Organizes administrative coverage in his/her absence.
- Works with staff to establish rules, regulations, and policies for students and staff which are fair and operable.
- Adheres to the Board of Education, State Statutes, and administrative policies made available to him/her by the superintendent.
- Remains current with educational law and guides the staff in their duties and responsibilities accordingly.
- Assists in the development of appropriate schedules for assigned staff and students.
- Assesses and reports on student progress and attendance to professional staff and parents as needed.
- Chairs SST meetings and attends and chairs IEP's as needed.
- Assists in the planning and conducting of staff meetings to address school needs.
- Supervises the administration of standardized testing.
- Coordinates and plans a student activities program.
- Coordinates the use of school facilities by non-school groups.

Interpersonal Relationships

Staff Relationships

- Maintains a positive working relationship with all school personnel.
- Encourages, respects and supports different viewpoints and teaching styles of staff.
- Is supportive, fair and consistent in dealing with staff.

Student Relationships

- Supports teacher efforts to identify and provide for individual differences and needs of students.
- Is fair, impartial and consistent in dealing with students.
- Fosters an atmosphere where there is respect for diversity.

Parent/Community Relationships

- Establishes a cooperative working relationship with parents based on a mutual respect for each other's roles.
- Assists in the development and implementation of a planned program to inform the community of activities and functions of the school.
- Meets regularly with parent organizations to guide, inform and advise in areas relative to the educational programs assigned by the principal.

Professional Growth and Responsibilities

- Is involved in appropriate professional activities, e.g., school visitations, conferences, professional meetings, committee work, in-service, professional organizations, etc.
- Is knowledgeable about current educational methods and procedures.
- Is involved in districtwide initiatives and issues.

SUPERVISORY RESPONSIBILITIES:

Certified and non-certified staff as assigned by the principal

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Masters degree in Education, minimum 5 years teaching and/or administrative experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Intermediate Administrator/Supervisor certificate.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students and the community. Ability to communicate clearly and concisely, both in oral and written form. Ability to

perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.