

BARNSTEAD SCHOOL DISTRICT
Assistant Principal

TITLE: Assistant Principal

QUALIFICATIONS:

- Certification by NH Department of Ed (Associate Principal/Principal 0007/0003).
- An advanced degree in education, school administration, or similar area of study.
- Previous experience as an educator.
- An understanding of the social, emotional and intellectual characteristics of children.

REPORTS TO: Principal

WORK YEAR: To be recommended by the Superintendent.

JOB SUMMARY: To work with the principal and leadership team in creating and maintaining a positive school learning environment for all students and staff. In the absence of the principal, the assistant principal will function as principal of the school and assume the responsibilities of that position.

ADMINISTRATIVE RESPONSIBILITIES:

- Assist in the administration of all school activities.
- Share the supervision of the schools physical facilities and the overall supervision of the building.
- Takes a leadership role in the development and implementation of educational programs and services (including curriculum, instruction and assessment) that meet the needs of all students.
- Share in the assignment, scheduling, training, supervision, and evaluation of all staff.
- Assist in the development of the school budget.
- Assist in the development of goals and procedures for the school.
- Share in the development/revision of district curriculum.
- Communicate policies, procedures, and general information to faculty, staff, students, parents, and community members.
- Lead in the development and revision of the student/parent/athletic handbooks.
- Lead responsibility for student discipline and maintain a positive school climate (PBIS).
- Administer the building in accordance with school board policy.
- Attend administrative and school board meetings as assigned.
- Serve on community and school committees as necessary to enhance the programs for the students in the school.
- Initiate and maintain effective parent/school communications.
- Communicate with parents to keep them informed of school policy and individual needs of children.

- Share in the implementation and maintenance of students health and safety programs.
- Assist in the exploration and application of grants as are available.
- Share in the organization of and conduct the kindergarten registration process.
- Oversee the development and maintenance of the substitute handbooks in collaboration with the substitute coordinator.
- Plan and oversee the supervision of the cafeteria, playground, ext.
- Work with the bus company to maintain student discipline.
- Work with the Planning Room Supervisor for student discipline.
- Lead the Targeted Team responsible for interventions & supports for students.
- Perform other duties and responsibilities assigned by the principal or Superintendent.

Reconsidered/Approved: (10/25/16)
 Reconsidered: (8/23/16 & 9/27/16)
 Review/Tabled: (06/28/16)
 Reconsidered (06/06/16)
 Second Reading Approved (05/22/12)
 First Reading Approved (05/08/12)