



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

Title: Middle School Assistant Principal

Reports to: Middle School Principal

Work Year: 194 days

Summary Description

The Assistant Principal will assist the Middle School Principal in the direction and supervision of the school program and will fulfill the following responsibilities.

Qualifications

- Master's degree in education/administration or related field required
- Massachusetts Certification required; Administration Certification required
- Teaching or school administrative experience at the Middle School level required

Responsibilities:

- Assume full responsibility in the Middle School in the absence of the Principal.
- Maintain a program that will insure students meet all academic and behavior expectations within policies and procedures predetermined and approved by the School Committee, Superintendent, and Principal.
- Work closely with students, parents, teachers, guidance and special education personnel, and referral agencies regarding discipline, attendance, and academic performance of all students.
- Develop and implement a program that will insure student attendance in school and class.
- Maintain accurate records regarding each student's behavior and attendance.
- Supervise and evaluate classroom teachers as assigned by the Principal.
- Provide instructional leadership by working with individual teachers or groups of teachers, such as PLC's or committees.
- Supervise paraprofessionals, lunchroom monitors and other assigned staff.
- Make periodic inspection of the building for maintenance, health, and safety needs.
- Prepare guidelines for student activities and supervise the administration of the program.
- Supervise and evaluate student activity advisors.
- Attend and supervise school functions such as school dances, music, concerts, and productions, etc., as assigned by the Principal.
- Act as liaison with youth-serving agencies in the community.
- Assume any other responsibility delegated to him/her by the Principal.
- Member of the Masconomet Association of Professional School Administrators