
ASSISTANT PRINCIPAL K-8

Assistant Principal - Elementary and Middle School

Qualifications:

1. Valid certification as required by the State of Maine
2. Successful teaching experience
3. Knowledge of school curricular, instruction and special education law.
4. Ability to communicate effectively with students, parents and staff.

Reports To: School Principal

Job Goal:

1. To assist the principal in providing leadership to the instructional program at the building level.
2. To assure the operation and administration of the school occurs in the absence of the principal.

Performance Responsibilities:

- Implementation of district policies and procedures including full implementation of the Maine Learning Results.
- Assist with the supervision and evaluation of school teaching and support staff, if appropriate.
- Implementation of disciplinary procedures within the school including, but not limited to, In School Suspension, Out of School Suspension, bus behavior, and attendance policies.
- Support a safe learning environment for all students.
- Enforce laws and policies in matters of student behavior, conduct hearings within the confines of due process, contact and confer with parents, principal or guidance counselors if deemed advisable, suggest ideas for behavior improvement, determine the appropriate disciplinary action, assess penalties when necessary and document the incident/evidence in each case
- Administer attendance procedures, determine whether or not absences, tardies or dismissals are verified or are truancy (in accordance with laws and policies)
- Oversee office detention procedures and supervision; supervise bus discipline and referrals
- Representation of the administration for Section 504 under the Americans with Disabilities Act (ADA) [42 U.S.C.
- § 12201(a); 28 C.F.R. §§ 35.103(a), 36.103(a)] and Individual Education Plan (IEP.) meetings.
- Attend various meetings such as department head meetings, full faculty meetings, Board of Education meetings, parent/teacher meetings in coordination with the guidance staff, and other meetings as assigned or necessary Attend school functions as appropriate: extracurricular activities, dances, open house, etc.
- Communicate with building personnel on a regular basis regarding daily concerns or student issues
- Performance of other duties as assigned by the principal, including but not limited to:
 - a. crisis response team meetings
 - b. student assistance team
 - c. student school incident reports
 - d. DHHS referrals
 - e. interview/hiring
 - f. budget preparation
 - g. safety of facilities
 - h. fire drills
 - i. emergency evacuations
 - j. substitute coverage
 - k. Material Safety Data Sheets (MSDS)
 - l. security systems

Evaluation: Building Administrator

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