

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
Glocester, RI

HIGH SCHOOL ASSISTANT PRINCIPAL

A. QUALIFICATIONS:

The person filling this position must be eligible for a Rhode Island Administrative certificate. Graduate work in curriculum and supervision is desirable. Demonstrated ability to solve problems, skills in human relations and a willingness to work with problem youngsters is strongly preferred. Five years of successful teaching experience required. Qualifications will be based on formal credentials as well as the interview process.

A. IMMEDIATE SUPERVISOR:

High School Principal

B. POSITION FUNCTION:

The assistant principal will work closely with the principal, department heads and guidance counselors on problems directly related to students as individuals and groups. This person will implement the policies of the School Committee at the direction of the principal. This is a 220 day, twelve month position.

C. DUTIES:

1. Acts as the primary hearing officer for student problems.
2. Is a member of the building level administrative team which formulates practices to carry out approved policies and administrative regulations.
3. Assists the principal in the preparation of the school budget.
4. Evaluates the performance of the professional staff as directed by the principal.
5. Supervises halls, parking lot, cafeteria and corridors to insure that order prevails and regulations are followed by students. Monitors staff supervision of these areas and reports irregularities to the principal.
6. Coordinates all student activities and attends a representative sample of after school and evening activities; maintains the school calendar.
7. Is in charge of the building in the absence of the principal.
8. Assists the principal in preparation of the school program.

DUTIES (Continued)

9. Works under the direction of the principal to develop, implement and evaluate curriculum.
10. Carries out all other tasks as may be assigned by the principal.

Initial Reading/Adoption: 1977

Revised: May 5, 1998