

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
Glocester, RI

MIDDLE 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 experience working with middle school youngsters in preferred. In addition, a sensitivity to children, aptitude for administrative responsibilities and availability for after school and evening activities is required. Four years of successful teaching experience required. Qualifications will be based on formal credentials as well as judged by the interview process.

A. IMMEDIATE SUPERVISOR:

Middle School Principal

B. POSITION FUNCTION:

The assistant principal will work closely with the principal, team leaders, curriculum coordinators 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 twelve month position.

C. DUTIES:

1. Acts as the first level hearing officer for student problems.
2. Is a member of the administrative team which drafts policy for School Committee adoption.
3. Is a member of the administrative team which formulates Administrative Regulations to carry out approved policies.
4. Assists the principal in the preparation of the school budget.
5. Evaluates the performance of the professional staff, in writing, as directed by the principal.
6. Supervises hall, 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.
7. Coordinates all student activities and attends a representative sample of after school and evening activities.

DUTIES (Continued)

8. Is in charge of the building in the absence of the principal.
9. Assists the principal in preparation of the school schedule.
10. Works under the direction of the principal to develop, implement and evaluate curriculum and in-service plans.
11. Carries out all other tasks as may be assigned from time to time by the principal.

Initial Reading/Adoption: 1978

Revised: May 5, 1998