



Our Schools as a System



Assistant Principal Responsibilities

Includes but not limited to:

- School / Student safety responsibilities
- School climate specialist / bullying investigations
- Teacher supervision and evaluation
- Administrator - IEP / PPT meetings
- Facilitator - 504 meetings
- Multi-Tiered System of Support (MTSS) coordination
- Teacher / classroom support & response
- Scheduling - master schedule, specials schedule, lunch/recess schedules, staff duty schedules, daily classroom coverage
- Standardized testing administration - scheduling, proctor training, accommodations
- Paraprofessionals - scheduling / supervision
- Interviewing, hiring, and retention of staff
- Instructional leadership - data review, PLC facilitation, curriculum implementation
- Student behavior support / discipline
- Bus investigations and follow-up
- Family outreach / support
- Parent communication / Family school events
- District committee representation (PDEC, Crisis, etc.)



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Elementary Administrator Comparison

District - School	Grades	# of Students	# of Administrators	Students per Admin
New Fairfield - CONS / MHHS	PreK-5	963	4	241
			3	321
Sarah Noble Intermediate (New Milford)	3-5	756	3	252
Wilton - Cider Mill	3-5	770	3	257
Wilton - Miller / Driscoll	PreK-2	842	3.6	234
Brookfield - Center School	PreK-5	1100	4.0 (1 principal, 2 APs, 1 Elem Curric Director)	275
Samuel Staples (Easton)	PreK-5	605	2	303
Weston - Hurlbutt	PreK-2	473	2.0	237
Weston - Intermediate	3-5	453	2.0	227



PPTs

2022-23	# of PPTs attended by Elementary Assistant Principal	Average per Elementary Assistant Principal
CONS / MHHS (3 assistant principals)	307	102

With Reduction	# of PPTs attended by Elementary Assistant Principal	Average per Elementary Assistant Principal
CONS / MHHS (2 assistant principals)	307	153

Elementary Assistant Principals have chaired 12 PPTs/week at times during the 23-24 school year.



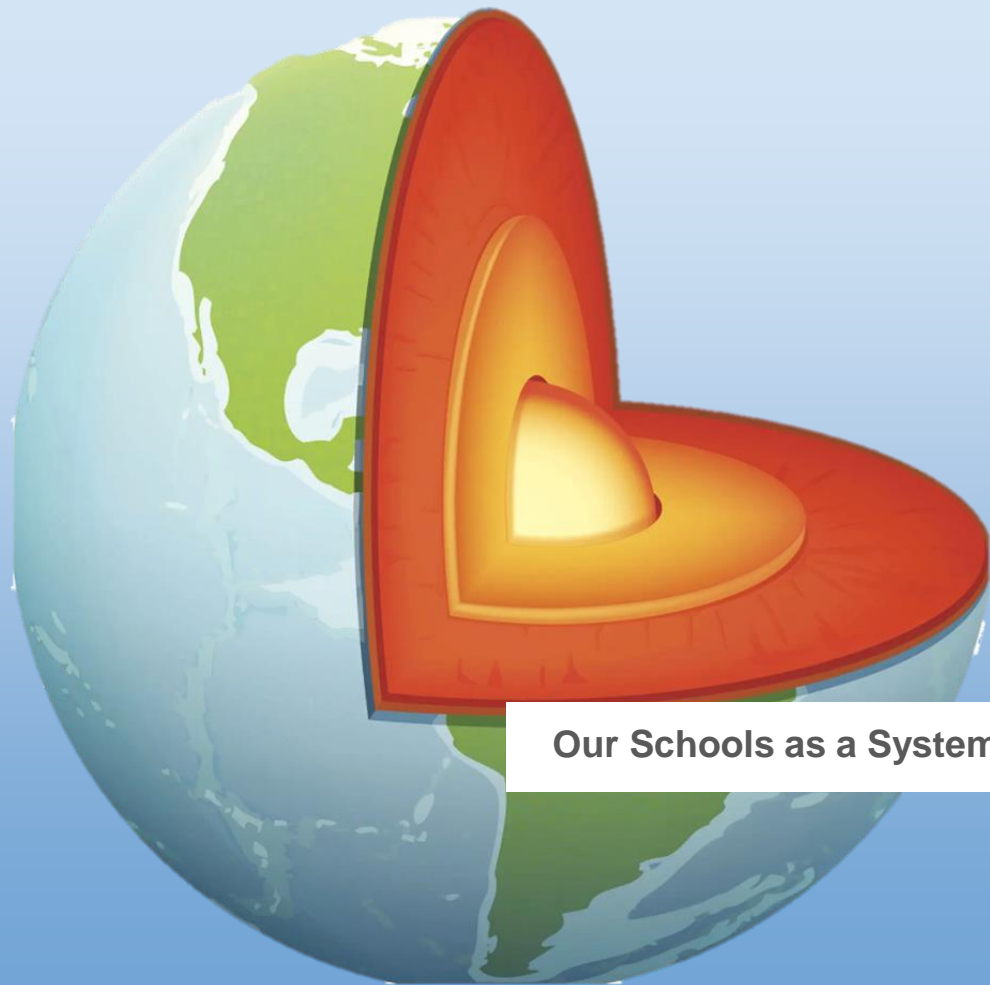
Educator Supervision and Evaluation

2023-24	Grades	# of Certified Staff	# of Administrators	Certified Staff per Admin
New Fairfield - CONS / MHHS	PreK-5	97	4	24

NFPS Professional Development and Evaluation system (aligned with Connecticut State Department of Education requirements) includes:

- **minimum of 3 goal / reflection meetings per teacher per year,**
- **1 review of practice conference,**
- **formal/informal classroom observations with documentation, and**
- **summative reports for all staff.**

Also, administrators are responsible for the evaluation of paraprofessionals and additional non-certified staff.



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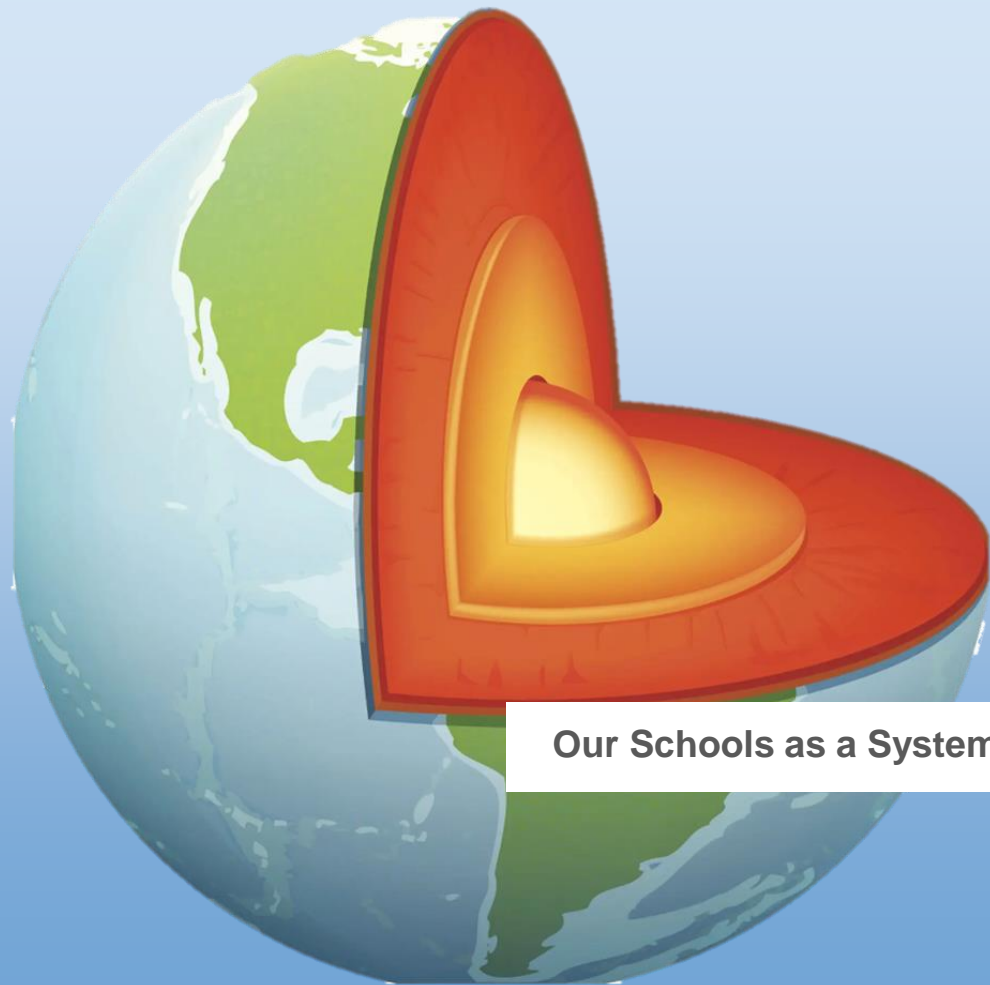


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Principal	Assistant Principal 1	Assistant Principal 2	Assistant Principal 3
<p>9:00-10:00</p> <p>Expectation Assemblies for all grade levels as a refresher on hallway, cafeteria, bus, and recess expectations.</p>	<p>9:00-10:00</p> <p>PPT meeting</p>	<p>9:00-10:00</p> <p>Academic Case Review Discussions</p> <p>(Administrators chair data review meetings with classroom teachers and interventionists to analyze and discuss plans for students receiving academic intervention to monitor progress and determine next steps.)</p>	<p>9:00-10:00</p> <p>Investigate bus issue reported at arrival.</p> <p>Unexpected coverage needs; admin collaborates with office secretary to rearrange para schedules to ensure classroom and student coverage.</p>
<p>10:00-10:45</p> <p>Instructional Walkthroughs with literacy coach</p> <p>(Instructional leadership in support of reading pilot.)</p>	<p>10:00-10:45</p> <p>Classroom observation* (non- tenured staff member)</p> <p>*Administrator postponed this observation in order to respond to student assistance call for a child in crisis. Follow-up communication to parent initiated.</p>	<p>10:00 - 10:45</p> <p>Interview</p> <p>Administrator conducts interviews with staff team for staffing vacancy.</p>	<p>10:00 -10:45</p> <p>Meet with grade-level team to review testing accommodations, schedules, and protocols for upcoming SBAC testing.</p>



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