

WOODBRIIDGE SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT PRINCIPAL

The Assistant Principal at the Beecher Road School shall assist the Principal in providing educational leadership in the operation of the school and delivery of school program. The Assistant Principal's duties encompass all aspects of school leadership to include primary responsibility for the following functions:

STUDENT BEHAVIOR

In working with staff and community, the Assistant Principal is the first level of administrative support in the maintenance of an overall school environment that is safe and supportive of learning for all children.

Under direction of the Principal and in collaboration with school faculty and staff:

The Assistant Principal will have primary responsibility for implementing, in collaboration with staff, the School-Wide Positive Behavior Support Plan. The Assistant Principal will work with staff to reinforce high standards and expectations related to student behavior and to maintain a sound and consistent approach to student behavior in the school, following the Responsive Classroom philosophy.

Informs the Principal of discipline and behavior situations that are of a serious nature. Maintains documentation of recurrent negative behavior pattern related to students and assures reporting requirements. Serves as the Safe School Climate Specialist.

STUDENT TRANSPORTATION

Supervises busing procedures to include overseeing the discharge of students in the AM and loading of buses in the PM. The Assistant Principal shall be responsible for supervising student behavior with regard to the buses and shall take disciplinary action when necessary. The Assistant Principal shall communicate with parents regarding school requirements related to transportation of students and student behavior on buses. Completed reports of bus incidents shall be maintained in the office of the Assistant Principal.

SCHOOL LUNCH PROGRAM

Oversee procedures related to supervision of the student lunch period. The Assistant Principal is responsible for establishing student lunch period procedures, and detailed responsibilities of Teacher Assistants and Cafeteria Aides who supervise students. Where feasible, the Assistant Principal shall aid in the direct supervision of students in the Cafeteria.

ATTENDANCE

Supervision of Attendance. The office of the Assistant Principal shall maintain records of student attendance and the Assistant Principal shall address attendance requirements in support of this function. The Assistant Principal performs first level intervention with staff in situations of student truancy. The Assistant Principal shall set up, implement, monitor and evaluate for refinement school procedures related to student tardiness to school.

SUPERVISION OF STAFF

Under the direction of the Principal, the Assistant Principal supervises, observes, and conducts classroom observations as provided for in the Beecher Road School Teacher Evaluation Plan and Board of Education policy. The Assistant Principal will be responsible for completion of the evaluative process for any staff members assigned to him/her in any school year.

SCHEDULING

The Assistant Principal assists the Principal with scheduling duties to include development of the master schedule for the school, soliciting input and involvement of the staff in support of the effort, making teacher assignments, room assignments, preparation periods etc. and addressing day to day scheduling needs in support of instruction. Oversees building utilization requests.

CURRICULUM

Assists the Principal in fulfillment of important responsibilities related to the curriculum leadership function of the school administration. May be asked to serve and/or chair special committees or task forces established to meet this purpose at the direction of the Principal.

Coordinates, under the direction of the Principal, annual school events and curriculum initiatives such as DARE, Artsweek, field trips, field days, and other types of school based events.

As directed by the Principal, the Assistant Principal shall share responsibilities for observing and attending team meetings and making appropriate recommendations concerning academic programs, supervision of students and team needs and activities.

Represents the Principal at curriculum meetings and staff planning sessions when the Principal is unable to attend or as assigned. Reports to the Principal on primary leadership responsibilities that grow out of meetings of this nature.

TESTING ADMINISTRATION

Serves as District Test Coordinator for the administration of the SBAC tests including preparation, coordination and annual administration of the SBAC tests. Reports to the Principal and assists with the Principal's presentation of results and school response to the Board of Education and school community.

PROFESSIONAL DEVELOPMENT

Supports the school and district professional development efforts as directed by the Principal and Superintendent. Serves on the Beecher Road School Professional Development Committee as an administrative liaison with primary responsibility to encourage and support staff efforts and planning related to the development, implementation and evaluation of the Beecher Road School Professional Development.

OTHER

Coordinates and oversees Beecher Road School Safety Patrol.

Shares with the Principal, responsibility for supervision of after school and evening events such as concerts, student activities and events, etc.

Performs duties related to the day-to-day operation of the building (fire drills, greeting visitors, preparation of annual handbook/calendar of school activities, and similar public information requirements of the building administration as assigned by the Principal).

Attends Administrative Council meetings; participates as a team member in the development and functioning of a cohesive and coherent administrative leadership effort.

Assists the Principal in meeting school responsibilities related to support of PTO efforts, events and activities. Attends PTO meetings in the absence of the Principal.

Shares in building administration responsibilities related to supervision of custodial and secretarial staff.

Assumes responsibility for operation of the school when the Principal is absent.

Shares PPT, 504, SRBI, and SOS responsibilities with the Principal, as assigned.

(Adopted: May 20, 2015)