



# NASHOBA

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## Regional School District

6/9/2017

### **Anticipated Vacancy for July 1, 2017**

**Position:** Assistant Principal

**Department/Location:** The Center School (PK – 5)

#### **Organizational Scope:**

The Assistant Principal reports directly to the Principal. The Assistant Principal evaluates and supervises both professional and support staff. The Assistant Principal plans, organizes, and implements curricular and administrative functions for the school to provide support for the educational services with the resources available. These functions may include; District curriculum/program leadership, school-wide programming relative to; assessment, curriculum development, staff development, parent communication, scheduling, main office management, school discipline and safety, student transportation and facilities oversight.

#### **Position Responsibilities:**

The Assistant Principal works to support the principal, school and the district in actions that:

1. Motivate and engage students, parents, and teachers to maximize opportunities for all students to reach their full potential.
2. Assist in preparing and delivering professional development, staff, and curriculum meetings.
3. Identify student educational needs through the systematic quantitative and qualitative analysis of data to develop and implement individual student success plans and implement services as appropriate to the plan and resources available.
4. Analyze MCAS and NCLB related data, and work with classroom teachers on implementation of instructional strategies consistent with that data to result in improved student performance.
5. Evaluate, coach and supervise professional and support staff as assigned by the Principal, consistent with the terms of the collective bargaining agreements and/or District policy.
6. Coordinate the enforcement of student discipline policies and monitors all safety and security concerns, including student infractions on the bus.
7. Coordinate the administration of school attendance policies and staff time sheets.
8. Manage and prepare the school schedule, staff duty assignments, and the preparation of monthly and annual school activities calendars.
9. Coordinate the general upkeep and condition of the facility.
10. Perform other duties as required or assigned by the Principal or the Superintendent of Schools.

#### **Job Qualifications & Physical Demands:**

Must be Certified or certifiable as Principal/Assistant Principal, in Grades PK-5 by Massachusetts DESE, hold a Master's degree in Educational Administration, or be able to demonstrate commensurate knowledge, have elementary school teaching experience, school administration/instructional leadership experience preferred. Must have demonstrated organizational skills, educational leadership and creative problem solving skills; excellent verbal and written communication skills; and, the ability to manage multiple, simultaneous tasks, including the ability to prioritize, manage and organize own workload.

The successful candidate will have demonstrated through the interview process that they have the ability to work collaboratively with faculty, staff, parents and the extended school community.

**Terms of Employment:** Work schedule to be established by the Superintendent or designee; work year – 200 days annually; 12 month position. 90 day probationary period.

**To Apply:** Apply through SchoolSpring. See link to SchoolSpring on the NRSD website: [www.nrsd.net](http://www.nrsd.net) "Employment Opportunities".

***Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.***