



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

---

<b>Position Title</b>	Middle School Assistant Principal for Teaching and Learning
<b>Reports To</b>	Middle School Principal
<b>Level/Grade</b>	5 through 8
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

---

### Qualifications

- Master's Degree
- At least five years teaching experience
- Secondary administrative experience preferred.
- Hold or be eligible for Middle/Secondary or Elementary/Middle Principal certification.

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Working with teachers toward the implementation of effective standards-based lesson planning and instruction, and overseeing improvement plans as needed.
- Overseeing the evaluation process for all middle school tenured faculty, to include conducting classroom visitations, consulting with department heads, and reviewing written evaluations and improvement plans.
- Overseeing the evaluation of all non-tenured teachers at the middle school to include setting and reviewing of goals, reviewing lesson plans, conducting classroom visitations, writing improvement plans, and offering appropriate professional development opportunities.
- Facilitating a first-semester orientation program for first-year teachers at Chariho Middle School.
- Facilitating Chariho Middle School curriculum-related committees, such as the School Improvement Team, the School Mission Action Research Team, department head meetings, etc.
- Serving as a middle school liaison for all district curriculum initiatives.
- Overseeing the administration of professional development programs and activities for Chariho Middle School faculty.
- Communicating with central office administration, the school committee, teachers, parents, students, and the community on matters related to teaching and learning.
- Overseeing the preparation of documentation and data related to RIDE accreditation visits.
- Conducting interviews and advising the principal on staffing issued.
- Overseeing the production of the Chariho Middle School program of studies.
- Overseeing the production of the master schedule.
- Performing other duties assigned by the building principal.

### Supervises

Middle School Staff

### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Master's Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 6/20/2008

**Revised Date:** 8/1/2014

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*