



## CHARIHO REGIONAL SCHOOL DISTRICT

### Job Description

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<b>Position Title</b>	High School Assistant Principal for Teaching and Learning
<b>Reports To</b>	High School Principal
<b>Level/Grade</b>	9 through 12
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

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#### Qualifications

- Master's Degree
- At least five years teaching experience
- Secondary administrative experience preferred.
- Hold or be eligible for a Building Level Administrator PK-12 certification.

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

- Facilitates the development, implementation and monitoring of curriculum, including Common Core State Standards.
- Facilitates the selection process for High Quality Curriculum Materials.
- Serves as school liaison on all school and district curriculum- and instruction-related committees (e.g. School Improvement Team, District Curriculum Planning Council, Curriculum Task Force Committees, etc.).
- Participates in the evaluation process for all tenured faculty, to include conducting classroom observations, consulting with department heads, and reviewing written evaluations and improvement plans.
- Participates in the evaluation process for all non-tenured teachers, to include setting and reviewing goals, reviewing lesson plans, conducting classroom observations, writing improvement plans and offering professional development opportunities.
- Coordinates student orientation programs.
- Coordinates orientation programs for new teachers.
- Facilitates development of school master schedule, program of studies, and student handbook.
- Coordinates professional development program for faculty and staff.
- Facilitates the analysis of student achievement data and assists faculty in the adjustment of subsequent instruction. Prepares documentation and data related to school, district & RIDE requests as well as state accountability or accreditation needs.
- Coordinates common planning time activities.
- Leads effort to prepare for accreditation visits by outside organizations.
- Works to integrate instruction across disciplines and with the career and technical center programs.
- Assists with personnel management (including faculty/staff progressive discipline procedures).
- Assists Deans with academic dishonesty referrals.
- Works with special education administration to ensure compliance with state and federal law.
- Coordinates all student support services, including RtI/MTSS and at-risk programs, to effectively and efficiently serve all students.
- Participates and becomes certified in Crisis Prevention Intervention. Attends all required trainings to remain certified and is prepared to assist teachers and staff with student discipline, monitor behavioral concerns and maintain a safe and orderly environment.
- Works with the guidance department chair in coordination of State Testing (i.e. SAT, PSAT & NGA) & Advance Placement Testing.
- Facilitates the development, validation and/or implementation of high school common assessments and facilitates the administration and use of district-level assessments.

- Conducts mediation and/or restorative justice practices to address student, teacher and parent concerns as they arise.
- Ongoing communication and messaging with central office, School Committee, faculty, staff, students, parents and larger community.
- Assists with updating school policies (e.g. Academic Requirement for Graduation Policy, Secondary Grading Policy, Attendance Policy, etc.).
- Oversees Graduation Portfolio Coordinator responsibilities, procedures and timelines.
- Maintain a visible presence in the school, on the campus, and at school-sponsored activities.
- Other duties, as assigned by the principal.

### **Supervises**

High 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:** 10/24/2002

**Revised Date:** 5/3/2021

*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.*