



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *Assistant Principal – All Levels*

**PURPOSE OF POSITION:**

To assist the principal in providing school wide leadership on all aspects of the educational program and operations of the school building

**REPORTS TO:** Building Principal

**SUPERVISES:** Staff members designated by the Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the principal in the overall administration of the school
2. Serve as acting principal in the absence of the regular principal
3. Assist in the scheduling of classes and extracurricular activities
4. Assist in the preparation of student schedules
5. Assist in compiling the annual budget requests
6. Assist in the requisitioning of supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials
7. Assist in the conducting of safety inspections and safety drill practice activities
8. Assist in the coordination of transportation, custodial, building use, cafeteria, and other support services
9. Supervise the reporting and monitoring of student attendance and take necessary follow-up actions
10. Assist in maintaining discipline throughout the student body
11. Supervision of Lunch and the Cafeteria (*including recess and monitors at Elementary*)
12. Serve with parent, faculty, and student groups as requested in advancing educational and related activities and objectives
13. Perform such record-keeping functions as the principal may direct
14. Perform the responsibility of chairperson for the Instructional Support Team (IST) and the Section 504 team
15. Perform such other tasks as may from time to time be assigned by the principal

## **QUALIFICATIONS:**

1. Minimum of a master's degree from an accredited college or university
2. Minimum of five years teaching or related experience in public education, previous school administration experience preferred
3. Licensed or qualifications to be licensed as an (appropriate level) School Principal/Assistant Principal in the Commonwealth of Massachusetts

## **ATTRIBUTES:**

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

## **TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 205 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

<b>HIRING RANGE:</b>	Elementary School:	\$80,000 - \$100,000
	Middle School:	\$85,000 - \$105,000
	High School:	\$90,000 - \$110,000

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators