

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Assistant Principal

**QUALIFICATIONS:**

1. Maine Department of Education certification as Assistant Building Administrator (#45)
2. Demonstrated leadership in education.

**REPORTS TO:** Building Principal

**JOB GOAL:** To assist the building principal in managing and supervising the educational program at the school.

**RESPONSIBILITIES:**

1. Assists the Principal with general school needs as evidenced in general student management in the areas of discipline, attendance, bus supervision, sports events, dances and all school sponsored activities.
2. Assists the Principal with all school-wide issues by attendance at meetings with team leaders, faculty, administrators, and school committee as assigned.
3. Serves as a member of the district's Leadership Team.
4. Serves, as needed, as the administrative representative at IEP's for special education students.
5. Communicates both orally and in writing to parents and students as required.
6. Assists in curriculum development, K-12, as evidenced in instructional practices, educational initiatives, and supervision. Serves as a member of the Curriculum and Assessment Council.
7. Serves as a member of the Student Assistance Team.
8. Is responsible for any other tasks that may be assigned by the Principal or the Superintendent.

**WORK YEAR:** Ten-month year. Salary and benefits to be established by the School Committee.

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

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012