*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Assistant Principal

 **Reports to:** Superintendent

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Exempt

 **Description:** Assist the Principal with the daily operation of the building by providing support and input into the educational leadership of the certificated and classified team members to promote a positive learning experience for all students in an environment that develops independence and self-worth

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Assist the Principal in the administration of the building/school activities
* Serve as building administrator/leader in absence of Principal
* Monitor and enforce attendance guidelines
* Assist with parent, faculty and student groups
* Facilitate disciplinary procedures, actions, and record-keeping
* Attend special events, functions, and athletic events
* Assist in the supervision of maintaining of accurate student records
* Make contact with the public with tact and diplomacy
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Supervise and evaluate certified and classified staff as assigned by the principal
* Attend meetings and in-services as required/requested
* Assist in the supervision of students entering and exiting building daily
* Collaborate with the PTA to promote a positive contribution to school programs
* Cover classes as needed
* Assist with school safety program
* Supervise lunch/recess
* Assist the principal with improving instruction by providing meaningful suggestions to educational programming and the instructional focus of the school
* Assist the principal with keeping student records and completing student and school reports
* Assist with student discipline
* Manage emergency and/or urgent situations as they emerge
* Provide administrative assistant to faculty and staff as needed/requested
* Assist in developing improvement plans, processes, procedures and strategies to increase student achievement
* Assist in fostering an environment that promotes respect and safety
* Plan/schedule student assemblies, field trips, parent meetings, etc.
* Assist principal with class scheduling
* Exercise fiscal responsibility in expenditure of fund
* Assist principal in the counseling of students and parents regarding academic, social and personal issues that affect their educational development
* Assist in the selection, retention and promotion of certified and non-certified personnel
* Assist in the supervision of methods of teaching

**Other Duties and Responsibilities:**

* Respond to routine questions and requests with tact and diplomacy in a timely manner
* Interact in a positive manner with staff, students and parents
* Act at public relation agent for building
* Serve as role model for students and staff
* Perform other duties as assigned by the Superintendent and/or Principal
* Assist in the selection of textbooks, equipment and other education materials
* Establish and maintain professional relationships
* Participate in professional development by attending seminars, workshops, taking college coursework, etc.

**Qualifications/Certificates:**

* Connecticut Department of Education Principal Certification
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills
* Ability to foster and facilitate learning and classroom management

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
* Requirement to assist in the restraint movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop Printer Interactive Whit Board Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date