High School Assistant Principal

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: High School Assistant Principal

QUALIFICATIONS:

Education/Certification:

- Maine certification as a teacher and as assistant building administrator or equivalent/Maine certificate 045
- Masters degree completed or in process Special Knowledge/Skills:
- Successful experience working in a leadership role in either education or business
- Demonstrated ability in working with high school age students and their parents
- Knowledge of the philosophy and programming of high school level education
- Knowledge of experience in team problem solving processes

REPORTS TO: Principal of Cape Elizabeth High School and Superintendent of Schools

SUPERVISES: Faculty and staff of Cape Elizabeth High School as assigned by the High School Principal or the Superintendent of Schools

JOB GOAL: To assist the High School principal in managing and supervising the educational program at the school

PERFORMANCE RESPONSIBILITIES:

- Assist in the performance of all the responsibilities of the Principal, including but not limited to:
  - Distribution of faculty responsibilities during non-instructional time
  - General student management in the areas of discipline, attendance, records and reporting
  - Evaluation of non-teaching personnel
  - Evaluation of teaching personnel
- Assist the Principal with all school-wide issues by attendance at meetings with department heads, faculty, administrative groups, and school boar as assigned.
- Assist the Principal, Community Services Director, and Athletic Director by sharing in the monitoring of all school sponsored activities. High School Assistant Principal
- Communicate both orally and in writing to parents and students as appropriate.
- Serve as a member of the District Leadership Team.
- Chair the Positive Action Committee for potential dropouts and the Pupil Services Team.

- Serve, as needed, as the administrative representative at the IEP’s for special education students.
- Represent the high school on the Support Services Team.
- Serve as liaison for building maintenance.
- Assist in curriculum development, K-12, as evidenced in instructional practices, educational initiatives, and supervision.
- Be responsible for any other tasks that may be assigned by the Principal or the Superintendent.

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Educational Administrators Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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.

School Board Approved: 10.13.15

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