Pond Cove Elementary School Assistant Principal

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Pond Cove Elementary School Assistant Principal

QUALIFICATIONS:

Education/Certification:

- Maine certification as a teacher and as an assistant principal or equivalent/Maine certificate 045
- Masters degree in education or related field Special Knowledge/Skills:
- Successful experience working in a leadership role
- Demonstrated ability to work with elementary school age students and their parents
- Knowledge of the philosophical, pedagogical, and programmatic aspects of elementary level education
- Excellent communication and collaboration skills

REPORTS TO: Principal of Pond Cove Elementary School and Superintendent of Schools

SUPERVISES: Faculty and staff of Pond Cove Elementary School as assigned by the Pond Cove Elementary School Principal or the Superintendent of Schools

JOB GOAL: To assist the Pond Cove Elementary School principal in leading and supervising the educational program at the school in accordance with the vision, mission, and values of the Cape Elizabeth School District.

PERFORMANCE RESPONSIBILITIES:

- Assist the Principal with general school needs as evidenced in:
  - General student management in the areas of discipline, attendance, and supervision
  - Evaluation of non-teaching personnel
  - Evaluation of teaching personnel
- Assist the Principal with all school-wide issues by attendance at meetings with team leaders, faculty, administrators, and school board as assigned.
- Assist the Principal by sharing in the monitoring of all school-sponsored activities
- Serve as a member of the District Leadership Team.
- Serve, as needed, as the administrative representative at special education or 504 meetings for students in grades K through 4.
- Communicate both orally and in writing to parents and students as required.

- 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.
- Serve as member of the Student Assistance Team.
- Maintain a visible presence at school events and activities.

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 Elementary 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.

Approved By the Cape Elizabeth School Board: June 11, 2013

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