



# MASCONOMET REGIONAL SCHOOL DISTRICT

## WORK PERFORMANCE STANDARDS

<b>POSITION TITLE:</b>	High School Assistant Principal
<b>CLASSIFICATION:</b>	Member of the Masconomet Association of Professional School Administrators
<b>REPORTS TO:</b>	High School Principal
<b>WORK YEAR:</b>	204 days

### QUALIFICATIONS:

Demonstrate an ability to supervise the student body in the daily activities of the High School. Certified by the Department of Education as an assistant principal.

### DESCRIPTION OF DUTIES:

The Assistant Principal will assist the High School Principal in the direction and supervision of the school program and will fulfill the following responsibilities.

- Assume full responsibility in the High School in the absence of the Principal.
- Maintain a program that will ensure students meet all academic and behavior expectations within policies and procedures predetermined and approved by the School Committee, Superintendent, and Principal.
- Work closely with students, parents, teachers, guidance and special education personnel, and referral agencies regarding discipline, attendance, and academic performance of all students.
- Develop and implement a program that will ensure student attendance in school and class.
- Maintain accurate records regarding each student's behavior and attendance.
- Supervise and evaluate classroom teachers/librarian as assigned by the Principal.
- Provide instructional leadership by working with individual teachers or groups of teachers, such as committee work, student support team etc.
- Supervise paras, lunchroom monitors, and other assigned staff.
- Make periodic inspection of the building for maintenance, health, and safety needs.
- Prepare guidelines for student activities and supervise the administration of the program.
- Supervise and evaluate student activity advisors.
- Attend and supervise school functions such as school dances, music, concerts, and productions, etc., as assigned by the Principal.
- Act as liaison with youth-serving agencies in the community.
- Assume responsibility for daily assignments of substitute coverage or period coverage.
- Assume any other responsibility delegated by the Principal.