

## WEYMOUTH PUBLIC SCHOOLS

### Job Description

**Title:** Primary School Assistant Principal

**Responsibility:**

The assistant principal of the primary school is directly responsible to the primary school principal ~~and the Director of Student Services.~~

**Qualifications:**

1. A Master's degree or higher from an accredited college or university.
2. Maintains a valid Massachusetts ~~Elementary~~ Teacher and Principal/Assistant Principal Prek-8 licenses ~~which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education, required.~~
3. ~~Minimum~~ Five (5) years of successful experience as a teacher, preferred.
4. ~~Proven ability to communicate effectively and collaboratively with people of diverse backgrounds including administrators, teachers, staff, parents, guardians and students.~~
5. ~~Possess good verbal and written communication skills.~~
6. Demonstrates aptitude ~~of state and federal special education laws or ability to perform multiple tasks on a daily basis.~~

**Desirable Qualifications:**

Demonstrated student-centered leadership ability. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. ~~Proven ability to communicate effectively and collaboratively with people of diverse backgrounds including administrators, teachers, staff, parents, guardians and students.~~

**General Duties:**

The assistant principal will assist the principal in planning, organizing, administering, managing and coordinating the total school program ~~with specific attention to Section 504 of the Rehabilitation Act of 1973 and Special Education needs of students in the school. and performing related and ancillary duties as may be assigned by the building principal.~~ In addition, the assistant principal is responsible for day to day implementation of programs and academic structures embodied in the school vision, philosophy and mission to help facilitate student access to the school's academic programs, services, and opportunities.

**Specific Duties:**

**Supervision:**

~~Assists in determining personnel needs and in recruiting and selecting staff.~~

1. Supervises and evaluates ~~staff~~subject area teachers at the primary school level through classroom visits, personal conferences, data review, and written reports.
  2. Assist principal in oversight of instructional practices and school programs
  3. Functions as an educational leader and is a resource for special education teachers and classroom teachers to improve the educational process and provide services in the least restrictive environment~~academic specialist and a resource for classroom teachers and principals to improve the educational process.~~
  4. Provides instructional leadership to ensure implementation of academic, social emotional and behavioral interventions within an MTSS model.
  - ~~1. Participates in recruitment and staff selection and conducts orientations, meetings and professional development for WPS staff.~~
- ~~Supports making class assignments in conjunction with the administrative team.¶~~
- ~~5. Conducts orientations, meetings, and professional development for WPS staff.~~
  6. Develops, under the direction of the Director of Student Services, procedures and training for increasing practices that promote the inclusion of students with disabilities
  7. Collaborates with building principal, Director of Student Services and other Assistant Principals regarding referral procedures, special education programming and implementation of legal mandates and secondary transition procedures.
  8. Conducts orientations, meetings, and professional development for WPS staff.
  9. Assists in organizing and supervising student activities.
  10. Assists in overseeing the maintenance of standards concerning students' discipline, health, safety, and general welfare.
  11. Assists the principal with the overall operations of the building
  12. Attend school activities when applicable
  13. Assist in the development of budget proposals and the ordering and distribution of school resources
  14. Represents the principal in their absence
  - ~~15. Assists in providing instructional leadership and ensuring student behavior that is supportive of the implementation of the ¶~~
  - ~~16. instructional program.¶~~
  - ~~17. May oversee the entire Title One program and coordinate it with the curriculum of the Weymouth Public Schools.¶~~
  - ~~18. Acts as liaison between the Department of Education and professional associations for Title One activities and programs.¶~~
  - ~~19. Maintains appropriate financial records regarding all Title One expenditures.¶~~
  - ~~20. Assists in organizing and supervising student activities. Assists in overseeing the maintenance of standards concerning students' discipline, health, safety, and general welfare. ¶~~
  - ~~21. Attend school activities and, when applicable, Title One activities for the purpose of providing general supervision and supporting family engagement.~~
  - ~~22. Assists in supervision of school areas including the cafeteria, corridors, and school grounds. ¶~~
  - ~~23. Assists the principal in the process of student scheduling. ¶~~
  - ~~24. Assists in the implementation of personnel policy including recruitment, staff selection,~~

- ~~supervision and evaluation. ¶~~
- ~~25. Helps in the orientation of new staff in the building and district. ¶~~
- ~~26. Assists in making routine personnel assignments including that of substitute teachers. ¶~~
- ~~27. Assists in coordinating the use of the building for school and non-related school use. ¶~~
- ~~28. Assists in the development of budget proposals and the ordering and distribution of school supplies. ¶~~
- ~~29. Acts in a supportive role to the principal in work with guardians, teachers, and citizens to promote the effective flow of communication. ¶~~
- ~~30. Serves, where possible, on curriculum and program development committees. ¶~~
- ~~31. Represents the principal in their absence. ¶~~
- ~~32. Schedule parent meetings related to student academics, discipline, and additional supports as needed. ¶~~
33. Performs other such duties as may be assigned by the building principal and/or **Executive Director of Student Services** ~~Superintendent and/or Assistant Superintendents.~~

### Working Conditions

There will be a requirement to stand, walk, sit, talk and hear. Must frequently meet multiple demands from several people. May be required to walk long May require in-district travel between schools as well as occasional out-of-district travel. Work requires direct contact with staff, students and community members. The nature of the position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.

### Physical Demands: ¶

¶

~~While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee may be required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.~~

### Work Environment: ¶

¶

~~The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include nights and weekends. The employee frequently must meet multiple demands from several people. ¶~~

**Fair Labor Standards Act (FLSA) Classification:**

This position is classified as Exempt (Professional)

**Terms of Employment:**

~~W213~~ work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

**EQUAL OPPORTUNITY EMPLOYER**

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.