

Islesboro School Department

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL /PART-TIME TEACHER

QUALIFICATIONS: MAINE DOE CERTIFICATIONS FOR TEACHER AND ASSISTANT PRINCIPAL

REPORTS TO: SUPERINTENDENT-PRINCIPAL

JOB GOAL: PROVIDE LEADERSHIP, VISION, AND MANAGEMENT SKILLS TO THE ISLESBORO CENTRAL SCHOOL

PERFORMANCE RESPONSIBILITIES:

The Assistant Principal/Part-time Teacher will work half-time as principal, and half-time performing teaching duties to be defined based on an analysis of needs in the instructional program at the time of hire.

1. Assists in the development and execution of school goals and objectives, including planning of the instructional program.
2. Supports the faculty in executing the school vision of personalized learning for all students.
3. Supports the development and execution of long range plans for the ongoing improvement of the school.
4. Assists in the scheduling of events in the G.H. Kinnicutt Center;
5. Supervises staff, both professional and non-professional, as assigned by the Superintendent-Principal;
6. Assists in maintaining a suitable learning environment including discipline;
7. Assists in developing programs of in-service training to meet assigned needs of staff;
8. Assists in publishing a newsletter on a quarterly basis;
9. Maintains required personnel records;
10. Maintains student and school activities financial records;

11. Assists in developing and implementing a process for evaluation the performance of all staff both professional and non-professional;
12. Works with staff to translate students needs into budget items;
13. Works with staff to develop budget for presentation to the School Committee.
14. Responsible for timely acquisition of instruction, office and other school materials and supplies;
15. Assists in the development of and/or updating of policies for School Committee consideration;
16. Responsible for physical condition of school building and grounds with regard to cleanliness, appearance, functional of environment, and safety.

TERMS OF EMPLOYMENT:           Salary and work year to be determined by the Islesboro School Committee

EVALUATION:                       Performance of this job will be evaluated in accordance with provisions of the Islesboro School Committee's policy on Evaluation of Superintendent

Adopted: