

*EAST GREENBUSH CENTRAL SCHOOL DISTRICT
EAST GREENBUSH, NEW YORK*

TITLE: Assistant Principal - Middle School

QUALIFICATIONS: 1. New York State Certification – SAS/SBL/SDA
2. Five years successful teaching and/or supervisory experience
3. Administrative experience and/or Department Chair experience preferred.

REPORTS TO: Middle School Principal

SUPERVISES: Teaching and Support Staff

JOB GOAL: To work in concert with the Principal to promote the highest levels of educational performance and well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Principal in the overall administration of the school.
2. Serves as Principal in the absence of the regular principal, when so designated.
3. Promotes instructional development, as well as positive climate and discipline throughout the school, and deals with special cases to encourage student self-improvement.
4. Serves with parent, faculty and student groups to advance educational and related activities and objectives.
5. Is an active participant on committees and in activities related to student welfare.
6. Participates in the professional performance review process to support staff development.
7. Actively participates in the selection process for new teaching and support staff.
8. Serves as a resource to outside agencies and individuals for information related to the middle school.
9. Supervises the reporting and monitoring of student attendance, and works with staff for investigative follow-up actions.
10. Builds and proposes schedules of classes and extracurricular activities for the Principal's consideration.

11. Supervises the preparation of student schedules.
12. Assists budget builders in preparation of annual budget requests.
13. Assists in coordination of transportation, custodial, cafeteria, computer and other support services.
14. Actively supports the development of student teachers and other interns.
15. Performs such record-keeping functions as the Principal may direct.
16. Performs such other tasks and assumes such other responsibilities as the Principal may from time to time assign.

TERMS OF EMPLOYMENT: Salary and work year as established by the negotiated agreement with the East Greenbush Administrator's Association.