

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 3

Job Title: Assistant Principal
Department: Dover School District
Reports To: Principal
Approved By: Dover School Board

Summary:

The primary responsibility of the Assistant Principal shall be to assist and support the building principal in the leadership of the daily operation of the school program in a manner consistent with adopted laws, regulations, policies, and procedures. S/he shall support the maintenance of a safe, healthy and orderly learning environment conducive to the needs and best interests of the students assigned to his/her school. S/he shall support the creation and implementation of school goals and objectives that support the approved goals of the Dover School Board in its efforts to provide a rich educational experience designed to best meet the educational needs of each individual student in accordance with the mission and vision of the Dover School District. This position will be included in the Dover Administrators Association (DAA) and will be for 216 days, with most of the days being when students are in session.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

Communication & Educational Programming:

1. Assist with the development, implementation and monitoring of the school's educational programs to meet the needs of all students and to support school and SAU priorities
2. Establish and maintain a safe and effective learning environment, including addressing disciplinary and attendance issues under the supervision of the principal
3. Coordinate school events (e.g., assemblies, family events, etc.) under the direction of the principal
4. Develop effective relationships with students, families, staff, and community
5. Support the development of curriculum in collaboration with the principal and Curriculum Director
6. Coordinate connections between families and community agencies
7. Attend School Board meetings and other team/committee meetings as needed
8. Serve as contact with NH DOE consultants as appropriate

Staff Supervision & Professional Development:

9. Supervise and evaluate staff following the practices and protocols required within contracts and by the Superintendent, as directed by the principal
10. Support the maintenance of appropriate levels of staffing to ensure compliance with all laws, regulations, and accrediting bodies
11. Provide professional development for instructional, support, and administrative staff under the direction of the principal
12. Assist in the supervision of the maintenance of school facilities and food service in conjunction with the principal and Director of Business & Finance
13. Act as the principal in the principal's absence

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 2 OF 3

Finances:

14. Support the development and monitoring of school budgets under the direction of the principal

Compliance & Reporting:

15. Complete required local, state, and federal reporting as directed by the principal

16. Support school accreditation/approval processes, as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Strong leadership skills
- Ability to work with a team
- Strong communication and interpersonal skills
- Ability to organize and prioritize tasks and projects

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

Education and/or Experience:

Master's degree or higher; experience as a teacher and/or school leader

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended internet software and Office Suite or comparable products.

Certificates, Licenses, Registrations:

NH Certification or eligibility for NH certification as a school administrator (Principal or Assistant Principal)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 3 OF 3

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The pace is fast moving.

DRAFT