FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Assistant Principal

QUALIFICATIONS:

1. Master's Degree from an accredited institution
2. Principal certification or eligible for certification
3. Knowledge of and experience implementing school processes and laws
4. Five years of classroom teaching experience or providing school related services
5. Experience and other qualification as specified by the Superintendent

REPORTS TO:

The Building Principal

JOB GOAL:

To assist and support the Principal in the running of the school and to act as the Principal's proxy in his/her absence.

PERFORMANCE RESPONSIBILITIES:

1. Sets an example of high professional standards
2. Demonstrates strong leadership in decision-making
3. Responds to inquiries within 24 hours when in attendance
4. Supports and is loyal to the School Board, Superintendent, and Building Principal
5. Is knowledgeable of and faithfully implements all school District handbook rules and practices
6. Is knowledgeable of and faithfully follows NH department of Child and Youth Service guidelines
7. Is knowledgeable of and follows NH judicial system rules
8. Is knowledgeable of and faithfully implements all School Board policies
9. Is knowledgeable of and faithfully supports and implements NH public school standards and NH curriculums standards
10. Is knowledgeable of and assists the Principal in the implementation of best practices in teacher support and evaluation in accordance with the District's teacher evaluation plan
11. Assists the Principal in new staff orientation
12. Assists the Principal in the day-to-day running of the school building and acts as Principal in the Principal's absence
13. Assists the Principal in scheduling staff duties
14. Assists the Principal in determination of residency of students
15. Enforces the compulsory attendance law
16. Assists in the oversight of the school website
17. Is knowledgeable of and faithfully implements the local collective bargaining agreements
18. Is knowledgeable of and implements best practices in curriculum, instruction, and assessment
19. In knowledgeable of, and fairly and consistently implements best practices and District policy for school discipline

20. Assists in building and implementing the annual school budget
21. Assist the building Principal in the hiring of highly qualified staff
22. Assists in the creation and implementation of the school and employee's daily schedules
23. Demonstrates a high level of personal organization and efficiency
24. Demonstrates the ability to remain calm and make high quality decisions in difficult circumstances
25. Demonstrates flexibility and understanding in dealing with parents and the public in general
26. Maintains positive and respectful interpersonal relationships with all students, parents, school and District staff, superiors, and the general public
27. Graduate school level writing and communication skills
28. Is a member of the student study team (or its equivalent) and faithfully implements the decisions of that team
29. Assists the Principal in the aggregation, interpretation and analysis, and dissemination of useful information from student data to the stakeholders
30. Is responsible, along with the building Principal, for student and staff safety and is a member of the Emergency Management Committee or its equivalent
31. Is a member of the administrative team, attends all meetings, and fully participates in shared decision-making
32. Faithfully supports and promotes the school mission, vision, and strategic plan
33. Attends School Board meetings at the request of the Superintendent
34. Faithfully supports the decisions of the Principal, Superintendent, and School Board in words and actions
35. Other duties as assigned by the building Principal from time to time

TERMS OF EMPLOYMENT:

- 200 Days total which includes 185 schools days (Is expected to be in the building for all of the 185 days of the school calendar. *No "Non-contract" days may be taken during the 185 days of the teacher contract.* Days out of the building require the approval of the Superintendent), 5 days before school opens, 5 days after school is out, and 5 days at-large. (The summer schedule can be modified with the approval of the building Principal.)
- 8 hour day includes 30 minute lunch break. Workday must cover time when students are in the building as assigned by the building Principal
- Clear criminal background check
- Verification of health to perform job
- Valid NH Principal Certification or eligible for certification
- Valid driver's license
- Administrative contract with salary and benefits defined by school District policy

EVALUATION: Annually by the Building Principal

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machines

Other Physical Consideration:

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Not required

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and queries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not required.

Specific Vocational Preparation Requirements:

1. Short demonstration only ___
2. Any beyond short demonstration up to and including 30 days ___
3. 30-90 days ___
4. 91-180 days ___
5. 181 days to 1 year ___
6. 1 to 2 years ___
7. 2 to 4 years X
8. 4 to 10 years ___
9. Over 10 years ___

Other Training, Skills and Experience Requirements:

Ability to work with staff, students and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

DISCLAIMER:
The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.