

JOB DESCRIPTION
ADMIN REG. GCA-R ASST. PRINC-T&L (GR. 3-8, GR. 6-12)

1:0 ASSISTANT PRINCIPAL-TEACHING AND LEARNING (GR. 3-8, GR. 6-12)

2:0 LINE AND STAFF RELATIONSHIP

- 2:1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) reports to the building principal(s) responsible for Teaching & Learning as designated by the Superintendent of Schools.
- 2:1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) serves to facilitate the district's Teaching and Learning Plan set forth by the Office of the Superintendent of Schools that coordinates a core curriculum, universal instructional practices, common assessments, data teams, and professional development.

3:0 FUNCTIONS AND DUTIES-

- 3:1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) ensures that teachers utilize curriculum documents (curriculum guide) that contain the core curriculum benchmarks, resources, timelines, articulation maps, and common assessments that are in alignment with the Common Core State Standards.
- 3:2 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) guides the regularly scheduled meetings of assigned staff by grade, function, and/or discipline(s), and meets with others as required, or as needed with members of the Teaching and Learning Team.
- 3:3 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) verifies vertical alignment of Curriculum Guides K-12 and identifies gaps/redundancies, if any.
- 3:4 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) compiles, organizes and clearly articulates classroom, grade level and school data, and facilitate teacher data team dialogue and support data driven instructional adjustments.
- 3:5 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) serves on the school data team, analyzing and interpreting school wide data. Shares school data, patterns, and trends at district level.
- 3:6 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) provides support to instructional staff to adjust their instructional strategies to meet the needs of each student by using formative assessment during instructional time, strategically differentiating, purposefully organizing group learning activities, and providing additional support and alternative strategies within the regular classroom.
- 3:7 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) supports the school's system of tiered instruction and will support instructional staff with embedding formative assessments in daily classroom practice and use results to target and modify instruction.
- 3:8 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) contributes to the development of appropriate professional development activities and programs in accordance with instructional program content; student, teacher, and administrative needs indicated by programs curriculum, assessments, and district goals.

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3:9 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) performs any and all duties and responsibilities as assigned by the building principal(s) and/or the Superintendent of Schools.

4:0 THE ASSISTANT PRINCIPAL-TEACHING AND LEARNING (GR. 3-8, GR. 6-12) FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.

4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY

4:1.1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork, encourages collegiality, and supports collaboration.

4:1.2 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.

4:1.3 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.

4:2.3 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

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4:3 SAFE ENVIRONMENT

- 4:3.1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.
- 4:3.2 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

- 4:4.1 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

5:0 QUALIFICATIONS

- 5:1 The Assistant Principal-Teaching and Learning (Gr. 3-8) shall hold Massachusetts Certification credentials as Principal/Assistant Principal PreK-6 **or** 5-8.
- 5:2 The Assistant Principal-Teaching and Learning (Gr. 6-12) shall hold Massachusetts Certification credentials as Principal/Assistant Principal 5-8 **or** 9-12.
- 5:3 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

6:0 CONDITIONS and TERMS OF EMPLOYMENT

- 6:1 The contract of agreement between the Fairhaven Public Schools and Assistant Principal-Teaching and Learning (Gr. 3-8, Gr. 6-12) regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 4/23/2014