

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Assistant Principal - Middle School
- II. CERTIFICATION/QUALIFICATIONS: Certified or eligible for certification by Connecticut State Department of Education as Intermediate Administrator or Supervisor. Five years of successful teaching experience spanning K - 8 level with preference for prior middle school (Grades 6, 7 and 8) involvement.
- III. WORK YEAR: 12 months (225 days)
- IV. REPORTS TO: Middle School Principal
- V. JOB GOALS:
 - A. Supervises and coordinates the instruction program within the school so as to conform to the policies of the Board of Education and the Superintendent of Schools.
 - B. Improves the effectiveness of the assigned staff through continuing evaluation, observation, supervision and instruction.
 - C. Plans and implements effective programs of student direction and control that will maximize educational benefits.
 - D. Assists in utilization of plant and staff resources for an effective program of operation and administration of the assigned unit.
 - E. Assists in the planning and implementation of curricular programs.
 - F. Works with the School Psychologist in the planning and implementation of a guidance program.
 - G. Works with the students' parents and authorized community groups in areas of educational importance to the student body and the staff.
- V. MAJOR RESPONSIBILITIES: Strives to improve the educational quality of the assigned unit through a program of continuous administration and supervision which will promote and develop successful teaching and student growth and development.
 - A. Administration
 1. Serves on appropriate committees.
 2. Plans and directs the daily operation of the assigned unit.
 3. Takes responsibility for the educational programs in specific subject areas.
 4. Coordinates and supervises the substitute teachers working within the assigned unit.
 5. Directs the student teaching program within the assigned unit.
 6. Carries out a program for successful communication and public information.
 7. Supervises the articulation process both within the building and the appropriate feeder schools.
 8. Creates the master schedule and oversees the maintenance of student schedules through the year.
 9. Schedules and supervises all standardized schoolwide testing and coordinates the distribution of those results.
 10. Serves as chairman of P.P.T.'s and Annual Reviews as required.

B. Curriculum

1. Works cooperatively with an individual teacher, small groups and departments in the development of courses and programs.
2. Attends team/community meetings and works with Program Leaders and Coordinators.
3. Works to improve curriculum and implementation through a successful supervisory program.
4. Encourages staff interest and participation in curriculum change and development.

C. Personnel

1. Staff Development

- a. Assists at staff faculty meetings.
- b. Encourages professional growth by such means as: in-service education, committee participation, inter and intra school visitation, enrollment in university courses.
- c. Participates in new teacher selection.
- d. Assist the staff in interpreting school policy and procedures

2. Supervision and Evaluation

- a. Works towards improved performance through a planned program of observations and evaluations.
- b. Takes responsibility for the evaluation of assigned certified and non-certified personnel.
- c. Provides reports and documents as required.
- d. Provides evaluation for all programs new or on-going.
- e. Evaluates substitute and practice teachers.
- f. Works cooperatively with department heads in the instructional area.

VII. MISCELLANEOUS

- A. Performs whatever task is assigned by the Building Principal or other duly recognized authority.
- B. Cooperates with colleagues.
- C. Demonstrates through professional growth an interest in educational concerns.
- D. Maintains the ethics of the profession.

cs - 7/13/87

Revised 3/10/95

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