

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**MIDDLE SCHOOL ASSISTANT PRINCIPAL**

**QUALIFICATIONS:**

1. Bachelor's/Master's Degree with course work in Educational Administration
2. Certification as required by the State Department of Education
3. Successful experience working in a middle school

**DESIRED QUALIFICATIONS:**

1. Evidence of Middle level teaching and/or administrative experience

**REPORTS TO:** Building Administrator

**JOB GOAL:** To use leadership, supervisory, and administrative skills to promote the educational development of each student and the effective performance of school personnel.

**PERFORMANCE RESPONSIBILITIES:**

1. Demonstrate good communication skills, sound organizational skills and clear and concise writing skills.
2. Shares responsibility with the Principal for all student affairs including. providing supervision of all activities occurring during the school day as well as other student activities and extracurricular activities.
3. Shares responsibility with the Principal for promoting and maintaining a safe, healthy, and productive school climate that supports and enhances meaningful learning experiences consistent with the mission and goals of the district.
4. Schedule classes within established guidelines to meet student needs.
5. Coordinates school-wide attendance monitoring strategies. Oversees the daily attendance of students and works with parents to promote regular school attendance. Supports the completion of state attendance reporting.
6. Uses computer databases for information retrieval regarding staff, students, and courses.
7. Implements the school-wide discipline policies for students including assigning consequences for inappropriate behaviors. Communicates with parents in a timely and effective way when managing discipline issues. Maintains records of student infractions. Completes state required reporting related to discipline.
8. Coordinates the school's Behavior Multi-Tiered System of Supports (MTSS).
9. Plans and supervises fire drills and other emergency preparedness drills as needed.
10. Investigates incidents and accidents, writes reports, and takes appropriate actions in response.
11. Works with staff to promote the effective and consistent application of board and school policies and protocols.

12. Assumes a variety of duties in dealing with supervision of students on a day to day basis—this includes assisting with supervision in the cafeteria, on the playground, and other areas of the school.
13. Designs, conducts, coordinates and assists in professional development experiences for staff in collaboration with the Principal.
14. Supervises and evaluates staff in collaboration with the Principal and Directors.
15. Assumes primary administrative responsibility for all 504 meetings.
16. Serves with parent, faculty, and student groups as requested in communication, planning, and conducting activities that address the educational goals of the school and district.
17. Maintains regular communication with the Principal regarding problems, needs, and activities at the school.
18. Serves as the Athletic Director and supervises the Athletic Coordinator.
19. Serves as the administrator in charge in the Principal's absence.
20. Participates on a variety of school and District committees.
21. Assists in the hiring process for school staff.
22. Assists the Principal in the maintenance of the facility including identifying needs and making reports.
23. Takes responsibility for his/her own professional growth through reading, attendance at workshops and conferences, and course work.
24. Performs such other duties and responsibilities as assigned by the Principal and/or Superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the building administrator.

**History:** Approved: 06/19/2002, 01/16/13

Approved: May 19, 2021