

**Position:** 0.5 FTE Assistant Principal/0.5 FTE Math Coordinator

**Reports to:** Superintendent Designee/Building Principal

**Employment Status:** Regular/Full-time

**Description:** Assists the Principal with the daily operation of the building and provides leadership District-wide in the development, coordination and implementation of math curriculum, promoting a positive learning experience for all students in an environment that develops independence and self-worth.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assist the Principal in the administration of the building/school activities
- Serve as building administrator/leader in absence of Principal
- Assist with parent, faculty and student groups
- Attend special events, functions and athletic events
- Plan/schedule student assemblies, field trips, parent meetings, etc.
- Assist Principal with class scheduling
- Assist in the supervision of students entering and exiting the building daily
- Monitor and enforce attendance guidelines
- Assist the Principal with keeping student records and completing student and school reports
- Assist with student discipline
- Facilitate disciplinary procedures, actions and record-keeping
- Assist in the supervision of the maintaining of accurate student records
- Maintain the strictest confidence concerning personnel, students and operational concerns of the District
- Assist Principal in the counseling of students and parents regarding academic, social and personal issues that affect their educational development
- Make contact with the public with tact and diplomacy
- Collaborate with the PTA to promote a positive contribution to school programs
- Attend meetings and in-services as required/requested
- Cover classes as needed
- Supervise lunch/recess
- Assist with school safety program
- Manage emergency and/or urgent situations as they emerge
- Assist in fostering an environment that promotes respect and safety
- Provide administrative assistance to faculty and staff as needed/requested
- Assist in the selection, retention and promotion of certified and non-certified personnel
- Supervise and evaluate certified and non-certified staff, as assigned by the Principal
- Assist the Principal with improving instruction by providing meaningful suggestions to educational programming and the instructional focus of the school
- Assist in developing improvement plans, processes, procedures and strategies to increase student Achievement
- Help Coordinate and manage the K-6 math program District-wide
- Gather and evaluate core area data
- Coach staff on effective planning, instruction and assessment of the curriculum; assist staff with implementation of techniques
- Facilitate professional development opportunities
- Provide ongoing support of math, common core, and technology integration in the content area
- Perform other duties as assigned by the Superintendent, Designee and/or Principal

**Qualifications/Certificates:**

- Connecticut Department of Education 092 Certification
- Appropriate elementary and/or math certification
- Elementary experience and/or experience coaching strongly preferred

**Required Knowledge, Skills, and Abilities:**

- Demonstrated expertise in math curriculum, instruction and assessment
- Knowledge of best practice in instruction and assessment
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills
- Ability to foster and facilitate learning and classroom management