

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-R

1:0 ASSISTANT PRINCIPAL FOR STUDENT SERVICES 6-12

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Assistant Principal for Student Services (6-12) reports to and is evaluated by the Assistant to the Superintendent for Secondary Teaching & Learning (6-12).

3:0 FUNCTIONS AND DUTIES-

3:1 The Assistant Principal for Student Services (6-12) assists the Assistant to the Superintendent for Secondary Teaching & Learning (6-12) and building principals in finding the best combination of educational programs, and other services, for each school-age child with special needs or other presenting concerns.

3:2 The Assistant Principal for Student Services (6-12) understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Assistant Principal for Student Services (6-12) assists the Assistant to the Superintendent for Secondary Teaching & Learning (6-12) in coordinating testing and diagnostic procedures including psychological and counseling services as they relate to special education.

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3:5 The Assistant Principal for Student Services (6-12) contacts parents and prepares all paperwork for Initial Referrals, attends Initial Team Meetings at the middle and high school level, and serves as the chairperson of, or helps coordinate the chairing of the team assuring the implementation of Special Education regulations and mandates, and is responsible for seeing that all timelines are met and all required paperwork is completed.

3:6 The Assistant Principal for Student Services (6-12) will assist in the coordination of, and in some cases, may provide staff development and workshops/trainings regarding special education and student support/intervention issues.

3:7 The Assistant Principal for Student Services (6-12) will facilitate communications and working relationships with parents, teachers, outside agencies and community resources including private schools.

3:8 The Assistant Principal for Student Services (6-12) assures adherence to the DESE Coordinated Program Review Standards.

3:9 The Assistant Principal for Student Services (6-12) performs other duties as assigned by the Superintendent of Schools and Assistant to the Superintendent for Secondary Teaching & Learning (6-12) including but not limited to, staff evaluation, Manifestation Determination Meetings, writing of Behavioral Intervention Plans and coordination of credit recovery programs.

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4:0 THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES (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 for Student Services (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 for Student Services (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 for Student Services (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 for Student Services (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 for Student Services (6-12) recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Assistant Principal for Student Services (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 for Student Services (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.

4:3 SAFE ENVIRONMENT

4:3.1 The Assistant Principal for Student Services (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 for Student Services (6-12) builds caring and considerate relationships that demonstrate regard and respect for all people.

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4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

4:4.1 The Assistant Principal for Student Services (6-12) believes that all decisions should be made from the perspective of putting children's needs first.

4:4.2 The Assistant Principal for Student Services (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 for Student Services (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 for Student Services (6-12) shall hold Massachusetts Certification credentials as a Teacher of Special Needs, Psychology, and/or Counseling Services and/or an Administration Certificate.

5:2 Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a special needs teacher/school psychologist in a single school system with the granting of professional teacher status in the position.

5:3 Masters Degree or higher with a major in Special Needs, Psychology, and/or Counseling Services.

5:4 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 for Student Services (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.