



Merrimack School District

Assistant Principal

Role Description



TITLE: Assistant Principal

REPORTS TO: Building Principal

QUALIFICATIONS:

- Master's degree in Education, Educational Leadership, or a related field
- New Hampshire Associate Principal or Principal Certification or eligible for certification
- Minimum of five years working as a certified educator
- Strong interpersonal, communication, and problem-solving skills
- Knowledge of educational laws and regulations in the state of New Hampshire
- Ability to work collaboratively and effectively with a diverse group of stakeholders

SUPERVISES AND EVALUATES:

- Assigned Staff

JOB GOAL: The Assistant Principal will collaborate closely with the principal, teachers, and staff to create a safe, inclusive, and academically enriching environment. The Assistant Principal will be responsible for various duties, helping to ensure the success of our students and the school community.

RESPONSIBILITIES:

- Adapted from Ed 506.08 Standards of an Associate Principal:
 - Collaborate with the Principal to develop and implement school-wide educational goals and policies
 - Provide instructional leadership by supporting teachers in curriculum development and instructional strategies
 - Foster a positive and inclusive learning environment where all students can thrive academically and socially
 - Assist in the development of programs to meet the diverse needs of students
 - Enforce school rules and disciplinary policies consistently and fairly
 - Work with teachers, parents, and students to address behavior issues and develop appropriate interventions
 - Promote a positive and respectful school culture by modeling expected behavior and values

- Assist in the day-to-day management of the school, including scheduling, supervision, and coordination of activities
- Assist in the recruitment, evaluation, and professional development of staff
- Participate in budget planning and financial management to support the school's goals
- Maintain accurate student records and oversee standardized testing processes
- Collaborate with parents and community organizations to strengthen partnerships that support student learning and well-being
- Represent the school at meetings and events within the community
- Assist in the development and implementation of safety protocols and emergency response plans
- Ensure a safe and secure environment for students, staff, and visitors
- Assists the Principal, teachers, and other instructional staff in coordinating and improving the instructional program of assigned grade level(s) to the benefit of every student; assists the principal with daily school administrative functions, including but not limited to the enforcement of student discipline policies and procedures; supervises and coordinates the work of assigned personnel, ensuring adherence to school and District policies, regulations, and goals
- Participate in the planning of after school events, as well as attendance at such events
- Collaborate with district leaders to align school goals with district objectives
- Perform other related duties as assigned by the School Principal, Superintendent, or Assistant Superintendent(s)

TERMS OF EMPLOYMENT: Position is a full time, year-round, salaried position. Benefits outlined in Advise and Confer Agreement.

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	F	C
Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C
Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

Controls and Equipment:

Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

*Source: CHAPTER Ed 300: ADMINISTRATION OF MINIMUM STANDARDS IN PUBLIC SCHOOLS

https://gencourt.state.nh.us/rules/filing_history/sourceed.html