

NASHOBA Regional School District



Together, we inspire and challenge all learners to realize their unique potential and become active contributors to their community

Office of the Superintendent

Kirk Downing, Superintendent

Laura Friend, Assistant Superintendent of Teaching and Learning

4/7/2023

Position: Assistant Principal, PreK-2

School: Florence Sawyer School

Start: July 1, 2023

The Assistant Principal is employed without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

NRSD welcomes employees with diverse racial, cultural, religious, class, and/or gender background and experiences.

Organizational Scope:

The Assistant Principal, through a lens of equity, provides leadership to the school community and to the Nashoba Regional School District in the areas of educational leadership, and professional development. Reporting directly to the Principal, the Assistant Principal evaluates and supervises professional and support staff. The Assistant Principal plans, organizes, and implements curricular and administrative functions for the school to provide support for the educational services with the resources available. These functions may include curriculum and program leadership, staff development, parent communication, scheduling, main office management, school discipline and safety, student transportation and facilities oversight.

The Assistant Principal must possess a strong background in early literacy and numeracy with experience as an effective instructional leader.

The principal oversees the daily operations of the school and provides long-term visioning to ensure student-centered, effective, and efficient practices. Working closely with the Principal, and central office administrators as appropriate, the Assistant Principal assists the Principal in implementing policies and directives promoting the success of all students, accountability in all practices, and fiscal responsibility. The Assistant Principal serves as a member of the Leadership Team and provides leadership in directing initiatives of the district. The Assistant Principal serves as the building leader in the absence of the Principal.

Ann Marie Stoica, Director of Human Resources • Rob Frieswick, Director of Facilities
Joan DeAngelis, Director of Pupil Personnel Services • Tania Rich, Director of Athletics
Ross Mulkerin, Director of Business and Operations
www.nrsd.net

50 Mechanic Street, Bolton, MA 01740
O - 978-779-0539 F - 978-779-6812

Position Responsibilities:

The Assistant Principal works to support the principal, school and the district in actions that:

1. Motivate and engage students, parents, and teachers to maximize opportunities for all students to reach their full potential.
2. Lead faculty and staff to implement effective Multi-tiered Systems of Support through data informed practices and protocols
3. Assist in preparing and delivering professional development, staff, and curriculum meetings.
4. Identify student educational needs through the systematic of data to develop and implement individual student success plans and implement services as appropriate to the plan and resources available.
5. Analyze MCAS and other data, and work with classroom teachers on implementation of instructional strategies consistent with that data to result in improved student performance.
6. Evaluate, coach and supervise professional and support staff as assigned by the Principal, consistent with the terms of the collective bargaining agreements.
7. Coordinate the enforcement of student discipline policies and monitors all safety and security concerns, including student infractions on the bus.
8. Coordinate the administration of school attendance policies and staff time sheets.
9. Manage and prepare the school schedule, staff duty assignments, and the preparation of monthly and annual school activities calendars.
10. Coordinate the general upkeep and condition of the facility.
11. Perform other duties as required or assigned by the Principal or the Superintendent of Schools.

Job Qualifications:

Background in early childhood education and development.

MA DESE Licensure as Principal/Assistant Principal at the PreK-6 or PreK-8 level

Master's degree and experience as a teacher and administrator

Experience in diversity, equity and inclusion best practices.

Ability to collect, analyze and synthesize data.

Strong supervision and evaluation skills

Ability to manage own workload and prioritize tasks.

Excellent communication skills; Demonstrated ability to communicate effectively, both orally and in writing, with proper grammar and vocabulary.

Demonstrated interpersonal skills and the ability to relate well with students, staff, administration, parents and the community.

Must be able to lead in the protection of students and school property, and lead or assist in fire or other emergency or emergency drills as required by law and School Committee policy.

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Physical Demands:

Most work is performed in a typical school and office environment requiring light physical effort. The Assistant Principal must be able to move around the school building sufficiently to meet the school's needs and maintain safety in the event of an emergency. In the office, there are everyday discomforts and distractions typical of office settings, such as proximity to colleagues, temperature variations, frequent interruptions and moderate noise. This position requires the ability to operate a computer keyboard and standard office equipment at efficient speed and for lengthy periods of time.

Terms of Employment, Evaluation of Performance, and Salary:

The Assistant Principal is a full-time, FLSA-exempt position. Terms of employment, including the work-year and salary, are negotiated individually with the Superintendent of Schools. Performance will be evaluated in accordance with the provisions of the School Committee's policy on Evaluation of Professional Personnel.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net "Employment Opportunities"

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