Caribou Community School
Assistant Principal

A. GENERAL
The purpose of Caribou Community School’s assistant principal is to provide administrative support to the principal with the goal of improving the learning environment for our students. The assistant principal will work cooperatively and collaboratively with the principal in all responsibilities assigned to the principal. The assistant principal is second in authority at Caribou Community School.

The assistant principal is an agency of the superintendent, assistant superintendent, the board of education, and the Caribou Community School principal and is directly responsible to the principal. The assistant principal will display exemplary professionalism in attitude and ethics while performing his or her administrative duties.

The assistant principal is responsible to become thoroughly familiar with the Caribou Community School principal’s job description in order to satisfy the requirements of the position when acting as principal during the principal’s absence from the building.

B. DUTIES

1. Curriculum / Instruction/ Assessment
   The Caribou Community School Assistant Principal will responsible for certain aspects of the curriculum, instruction, and assessment deemed necessary by the school principal. Educational leadership includes, but is not limited to:

   a. Assisting teachers with instructional decisions based on assessment data.
   b. Assisting with analyzing student data and meet with building administration and teachers to discuss student progress and needs.
   c. Assisting the Caribou Community School principal to facilitate Professional Learning Communities (PLC) team structures and guidance.
   d. Assisting with the development of district curriculum, instruction, and assessments.
   e. Assisting the CCS principal with the creation of various schedules needed to support safety and learning.

2. Staff Personnel
   The Caribou Community School Assistant Principal will provide educational leadership for all school staff. Educational leadership includes, but is not limited to:

   a. To be engaged and an active member of Caribou Community School Team meetings that include, but are not limited to staff meetings, PLC, curriculum team meetings, Student Support Team (SST) meetings, and leadership team meetings.
   b. To promote the professional growth of the faculty.
   c. To assist the Caribou Community School Principal with the supervision and evaluations of staff and to offer guidance to staff that will lead to the improvement of instruction, classroom procedures, and assessment.
   d. To regularly visit classrooms and become familiar with instructional practices and classroom expectations in order to provide professional and targeted feedback and guidance to staff.
   e. To communicate effectively with staff to inform of activities and events within the learning environment.
   f. To continually evaluate and strive to maintain open communications and high staff morale at all times.

3. Students
   The Caribou Community School Assistant Principal will help provide educational leadership and a positive environment that supports student learning by:
a. Working with Caribou Community School principal to improve school effectiveness for all students.

b. Utilizing Positive Behavior Interventions and Supports (PBIS)

c. Tracking & data collection of behavior infractions.

d. Supporting & monitoring classroom interventions for behavior.

e. Working with the principal in the handling of student discipline.

f. Playing a lead role in student attendance issues.

g. Assisting in the coordination of student testing (state & local).

h. Working closely with the guidance department and other student support teams to provide services for all students.

i. Updating and maintaining student handbook.

j. Being responsible for certain aspects of student life at Caribou Community School as deemed necessary by the principal.

4. Community and Family Relations

Maintaining positive community and family relationships is an important key to success when providing a high-quality educational experience to our learners. Educational leadership includes, but is not limited to:

a. Being aware of all written policies affecting the school and interpret them for teachers, students, parents, and community members.

b. Keep the public, parents, school officials, and board members properly informed of all aspects of the school programs.

c. Assist in the organization of Parent/Teacher Conferences structure and schedule

d. Assist in the maintenance of a school calendar of events.

e. Help organize school and community events that highlight student work and proficiency

f. Continuously be aware of public relations as related to school matters.

5. Management and School Facilities

Caribou Community School Administration will maintain a sound facility to promote a thriving learning community. Educational leadership includes, but is not limited to:

a. Inspecting school facilities and grounds periodically.

b. Provide the necessary information for federal, state, and system reports when necessary.

c. Assist in developing, directing, and practicing school safety protocols.

d. Assist the Caribou Community School principal in the development of a sound budget as requested by the Superintendent’s office.

e. Schedule school facilities for community use as well as provide for proper supervision within the established school board policy.

f. Be responsible for other aspects of management and school facilities.

C. Qualifications

The Caribou Community School Assistant Principal shall have earned a master’s degree in educational leadership or be in a planned program for some and have a minimum of five (5) years of teaching experience in education. A Maine Department of Education 045 Certification is required.

D. Work Year

The Caribou Community School Assistant Principal shall have a work year as determined by the elementary school calendar plus four (4) weeks to be worked at the discretion of the Caribou Community School principal.