

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Principal for Student Services</b>
<b>Department:</b>	<b>North Kingstown High School</b>
<b>Reports to:</b>	<b>North Kingstown High School Principal</b>
<b>Supervises:</b>	<b>High School Staff</b>
<b>Description of job:</b>	

The following is a listing of the primary duties and responsibilities for the position of **Assistant Principal for Student Services** at North Kingstown High School.

1. Oversees and directs the full range of **Special Education** services at the high school for students on a diploma path as well as alternate assessment and/or certificate path. Serves as the Principal's representative for all **Special Education** matters.
  - a. Coordinates directly with the Chairperson of the Special Education Department and the North Kingstown School Department's Director of Pupil Services on all matters concerning the Special Education Program at NKHS.
  - b. Participates in all appropriate IEP Team Meetings as the LEA when necessary, as well as at manifestation determination and functional behavior assessment meetings as needed.
2. Directs, monitors and assists in the application of the **Student Discipline Program**.
  - a. Ensures a safe and orderly environment for teaching and learning exists within the high school.
  - b. Advises and supervises Deans to ensure that discipline measures are applied consistently and fairly to all students.
  - c. Collect behavioral data; analyze individual student behavior patterns for intervention meetings.
  - d. Assists with the supervision and monitoring of student behavior at all academic, athletic, social, and extracurricular events, including all lunch periods.
  - e. Oversees the staff of two deans, attendance clerk and special education clerk
  - f. Works with Restorative Practices team as an approach to resolving conflict
3. Monitors the application of the **Student Attendance Program**.
  - a. Reviews individual and collective attendance issues and trends to determine causes of and solutions to negative trends.
  - b. Ensures the consistent recording and entry of daily attendance reports from teachers and parents
4. Directs, monitors, and oversees the **Student Support Program**.
  - a. Schedules Response to Intervention meetings, maintains records of meetings and recommendations, conferring as necessary with Assistant Principal for Teaching and Learning.
  - b. Conducts faculty and student training and programs for Social/Emotional Learning.
  - c. Implements and oversees Multi-tiered Support Systems in consultation with Assistant Principal for Teaching and Learning.
4. Communicates regularly with parents and staff on all matters relating to student success.
  - a. Regular team meetings and/or communication for special education services and 504 plans.
  - b. Reports on students attendance—regular communication with parents, teachers, counselors.
  - c. Behavioral statistics—Facilitates discussions with parents, faculty and students on effective strategies to enhance the well-being of all NKHS students.
  - d. Organize annual surveys as needed (SurveyWorks, YRBS, RISSA)
  - e. Maintains and organizes the Faculty Handbook, Student Handbook and School Monthly Themes
  - f. Organizes and work with building administration on development, oversight and regular meetings of School Improvement Team
5. Works to provide the most extensive and consistent **availability of technology** throughout the building.

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- a. Assists the IT department and the AP for Teaching and Learning to ensure adequate and consistent availability during all standardized testing (PARCC) periods.
- b. Annual distribution and collection of Chromebooks
- 6. Provides a safe, functioning **work environment** throughout the school.
- 7. Coordinates the **NKHS Club and Activity Programs**
  - a. Advertising, budgeting and attendance collection
  - b. Work with Director of Finance and Athletic Director to organize enrollment
- 8. Interfaces with **Transportation Director**:
  - a. Coordinates with the Transportation Directorate on all matters concerning bus transportation.
  - b. This includes coordination with Jamestown Schools and NK as well as special schedules
- 9. Serves as primary developer and coordinator in all matters concerning **Building Safety**
  - a. Develops and implements all plans for building safety and security, to include evacuations, fire drills, lock downs and shelters in place.
  - b. Interfaces with North Kingstown Police and Fire Department officials in matters concerning building safety.
- 10. **Staff Supervision**
  - a. Supervises the Attendance Clerk and Assistant Principal's Student Services Clerk
  - b. Evaluates Teachers on the RIDE Evaluation System, Teacher Assistants, to include those assigned to the Clinic, Special Education Classes, and the Student Management Office.
- 11. **Professional Responsibilities:**
  - a. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and publications, and discussing issues of mutual interest.
  - b. Actively supports the high school administrative team in leading the school and creating a culture of student achievement.
  - c. Communicates professionally the central office administration, the school committee, teachers, parents, students and the community.
- 12. Reports directly to the Principal and performs all other duties and responsibilities as directed by the Principal and her/his superiors.

<b>Protective Personal Equipment:</b>		N/A			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>	None:		Manual:		Automatic:

Work Environment			
<b>Floor Surface:</b>	Tile and/or carplet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	N/A		

**PHYSICAL DEMANDS**

**LIFTING**  
Maximum weight lifted: up to 50 pounds occasionally

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WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 10 pounds						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.		X				

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting	X				
Climbing			X		
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the

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knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Master's Degree; Doctorate preferred but not required  
At least five years teaching experience  
Secondary special education and administration preferred

### License/Certificate/Certification:

Hold RI Principal Certification

### Technological and/or Technical Skills:

Ability to demonstrate use of notable Google Apps such as Docs, Sheets, Presentations, Forms, Mail, Calendar and willing to share/learn many others with the staff.

### Communication Skills:

Clear and positive communication with all stakeholders.  
Demonstrated ability to draft clear and concise correspondence.  
Ability to compose and /or present written or oral reports as needed

### Planning Skills:

Ability to effectively plan and prioritize.  
Strong organizational skills, time-management skills, and follow-through with tasks and promises.  
Capable of being flexible, innovative, creative, and open-minded.

### Interpersonal and Problem solving skills:

Ability to interact with colleagues and community members in a positive and respectful manner.  
Capability to work collegially with all levels of administration and staff.  
Exhibits strong professional judgment.

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Anticipates problems and utilizes a problem solving approach.

Ability to accept feedback in order to grow as a professional.

### Terms of Employment:

Per your contract and policy GCB

### Evaluation:

Per policy GCB

**Date: 5/2015, 5/2019**