

# NORTH KINGSTOWN SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	<b>High School Assistant Principal for Teaching and Learning</b>
<b>Reports To</b>	High School Principal
<b>Level/Grade</b>	9 through 12

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### Qualifications

- Master's Degree.
- At least five years teaching experience.
- Secondary administrative experience preferred.
- Hold or be eligible for Middle/Secondary Principal certification.

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Working with teachers toward the implementation of effective standards-based lesson planning and instruction, and overseeing improvement plans as needed.
- Oversees the implementation of effective standards-based lesson planning, instruction, and assessment within a collaborative "Professional Learning Community" model.
- Facilitates a first-semester orientation program for first-year teachers at North Kingstown High School.
- Oversees the evaluation process for all high school faculty, include setting and reviewing of goals, reviewing lesson plans, conducting classroom visitations, consulting with department heads, offering appropriate professional development opportunities. and reviewing written evaluations and improvement plans.
- Facilitates North Kingstown High School curriculum-related committees, such as the School Improvement Team, department head meetings, etc.
- Oversees Proficiency-Based Graduation Requirements and programming at the high school.
- Serves as a high school liaison for all district curriculum initiatives and policies related to teaching and learning.
- Oversees the administration of professional development programs and activities for North Kingstown High School faculty.
- Communicate with central office administration, the school committee, teachers, parents, students, and the community on matters related to teaching and learning.
- Oversees the preparation of documentation and data related to RIDE, High School Reform Mandates, and NEASC accreditation visits.
- Conducts interviews and advising the principal on staffing issues.
- Oversees the production of the North Kingstown High School program of studies.
- Oversees the production of the master schedule.
- Communicates professionally with central office administration, the school committee, teachers, parents, students, and the community.
- Works cooperatively with other district leaders.
- Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Works closely with the Superintendent and his/her designee at all times to keep him/her informed of all teaching and learning related practices, policies, problems, curriculum implementation, and innovations taking place at the High School.
- Works cooperatively with the Assistant Superintendent for Teaching and Learning and the

Director of Pupil Personnel on all curricular matters, practices, and policies in connection with the High School.

- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest
- Responds to complaints and disciplinary conflicts involving teachers.
- Assists the principal with school climate, safety, and disciplinary issues as needed.
- Reports directly to the principal and assists with other duties as needed.

**Supervises**

High School Staff

**Education Requirements**

Master's Degree

**Terms of Employment**

Work year, salary, and benefits established by the School Committee.