



NASHOBA

Regional School District

6/29/2017

Position: Assistant Principal of Academics

Department/Location: Nashoba Regional High School

Organizational Scope:

The Assistant Principal of Academics assists the Principal and other Assistant Principals in implementing the mission of the Nashoba Regional High School. He or she provides leadership in the improvement, development and assessment of the instructional program of the high school to advance educator growth and development and to promote student achievement and the best possible educational outcomes. A member of the Nashoba Regional High School Leadership Team, the Assistant Principal of Academics ensures compliance with the district educator evaluation protocol at the high school. The Assistant Principal of Academics provides building-based support for educators in coordination with the Dept. of Teaching and Learning.

Reports to: Reporting directly to the Building Principal with indirect report to the Superintendent as the appointing authority.

Employment: The Assistant Principal of Academics works under a full-year individually negotiated (non-union) contract with a salary range of \$105,000 - \$115,000

Position Responsibilities:

1. Serves as a member of the Nashoba Regional High School Leadership Team;
2. Evaluates instructional personnel and makes recommendations for improvement;
3. Helps teachers master and implement new instructional ideas and strategies;
4. Conducts visits to classrooms for the purpose of evaluation and needs assessment;
5. Serves as instructional resource contact;
6. Maintains records of evaluation activities to ensure compliance with evaluation protocol;
7. Coordinates, in conjunction with the Principal, school-wide "late start" activities to ensure effectiveness and continuity as related to the instructional program;
8. Conducts analyses of instructional programs and materials, and works to assure that courses are designed with adequate attention to scope and sequencing for effective learning; ensures that the curriculum is aligned to state standards and located in the designated curriculum unit repository; (Rubicon Atlas); and evaluates and integrates digital learning into the curriculum.
9. Ensures multi-tiered system of support are evident in order to meet needs of learners;
10. Prepares administrative reports as required or requested; makes budget recommendations based on instructional needs;
11. Monitors textbook adoption and the procurement of supplemental instructional resources in collaboration with department heads;
12. Oversees and supervises the school's overall educator evaluation program; and

13. When appropriate, models instruction or conducts demonstration classes using a variety of instructional strategies;
14. Communicates and collaborates with the Dept. of Teaching and Learning to support District initiatives and to ensure vertical alignment of curriculum, instruction and assessment;
15. Participates in district Professional Development and Evaluation Committees; and
16. Other Duties as assigned

Job Qualifications and Physical Demands:

1. Licensure as Principal/Assistant Principal at grades 9-12 or other administrative licensure acceptable to the superintendent of schools;
2. Experience as an educator and administrator;
3. Experience with educator evaluation;
4. Experience with curriculum and staff development;
5. Strong interpersonal skills;
6. Ability and willingness to attain thorough knowledge of the high school, its culture, staff members, practices, policies, and procedures;
7. Ability to support and advance educator growth and development through the educator evaluation system;
8. Ability to collect, analyze and synthesize data;
9. Ability to provide supervision and vision to the academic work of the high school; and
10. Such alternatives to these qualifications as the superintendent may find appropriate.
11. Must be able to assist in the protection of students and school property, and lead or assist in fire and other emergency or emergency drills as required by law and school committee policy.

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

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.