

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Middle School Assistant Principal

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Maine certification as a teacher and as an assistant principal or equivalent/Maine certificate 055
- Masters degree completed or in process

#### **Special Knowledge/Skills:**

- Successful experience working in a leadership role
- Demonstrated ability in working with middle school age students and their parents
- Knowledge of the philosophy and programming of middle level education
- Knowledge of experience in team problem solving processes

**REPORTS TO:** Principal of Middle School and Superintendent of Schools

**SUPERVISES:** Faculty and staff of Cape Elizabeth Middle School as assigned by the Middle School Principal or the Superintendent of Schools

**JOB GOAL:** To assist the Middle School principal in managing and supervising the educational program at the school

### **PERFORMANCE RESPONSIBILITIES:**

- Assist the Principal with general school needs as evidenced in:
  - a. General student management in the areas of discipline, attendance, bus supervision, sports events, dances and socials
  - b. Evaluation of non-teaching personnel
  - c. Evaluation of teaching personnel
- Assist the Principal with all school-wide issues by attendance at meetings with team leaders, faculty, administrators, and school board as assigned.
- Assist the Principal, Community Services Director, and Athletic Director by sharing in the monitoring of all school sponsored activities

**Job Description**  
**Middle School Assistant Principal (continued)**

- Serve as a member of the District Leadership Team.
- Serve, as needed, as the administrative representative at PETs for special education students in grades 5 through 8.
- Communicate both orally and in writing to parents and students as required.
- Represent the Middle School on the Support Services Team.
- Assist in curriculum development, K–12, as evidenced in instructional practices, educational initiatives, and supervision.
- Be responsible for any other tasks that may be assigned by the Principal or the Superintendent.
- Serve as member of the Student Assistance Team.
- Maintain a visible presence at school events and activities.

**TERMS OF EMPLOYMENT:**

Per negotiated Cape Elizabeth Educational Administrators Association agreement

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

**Job Description**  
**Middle School Assistant Principal (continued)**

**Approved By the Cape Elizabeth School Board: June 13, 2006**