Job Title: ASSISTANT PRINCIPAL

Qualifications: Experience in teaching and school administration totaling at least 10 years. Eligible for certification as a Principal in New Hampshire; Master's Degree Minimum; Other Qualifications as the Board may find appropriate

Reports to: Principal

Supervises: All employees of the building assigned to in conjunction with the Principal

Job Goal: To provide leadership in developing and maintaining educational programs and services

Type of Position: 12 Month   **Salary**: approved by Hinsdale School Board

Hours per week: Exempt   **Length of Contract**: approved by Hinsdale School Board

Responsibilities:

- Promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools
- Facilitate with the Principal the development, articulation, implementation, and stewardship of best practices for pupils in elementary and secondary education
- Advocate, nurture, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
- Ensure management of the organization, operations, and resources for a safe, efficient, and effective learning environment
- Collaborate with families and community members, responding to diverse community interests and needs, and mobilizing community resources
- Have the knowledge and skills to promote the success of all students by understanding the larger political, social, economic, legal, and cultural contexts
- Attend and participate in meetings of the Hinsdale School District Board and its committees.
- Provide suitable instruction and regulations to govern the use and care of Hinsdale School District's school properties
- Perform any duty assigned by the Principal in accordance with local school board policy, state statutes, and rules of the State Board of Education

EVALUATION: Performance of this job will be yearly be the Principal

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS
Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

OTHER PHYSICAL CONSIDERATIONS
Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)
Composite desk
Carpet/tile floors
Computer keyboard/screen

DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

HAND MANIPULATION

Grasping: Occasionally
Handing: Frequently required
Torqueing: Occasionally
Fingering: Frequently required

Environment: **Inside**: 98%   **Outside**: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES
Bacterial and viral infections carried by children
Cleaning products

Special Conditions of Employment
All employees must pass a criminal history background check

Employee signature _____ Date _____

Superintendent signature _____ Date _____

Approved by the Hinsdale School Board 04/08/15