



## SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

January 7, 2019

**Please Post**

### VACANCY 2018-2019

**Assistant Elementary Principal** supports the Principal with the daily operations & management of the elementary schools, while also assisting with instructional leadership, family & community engagement, and promoting professional culture. These responsibilities include the following tasks along with any other duties assigned by the Principal and/or the Superintendent of Schools.

#### **Instructional Leadership:**

- Supervises & evaluates teachers & staff as assigned by the Principal;
- Coordinates standardized testing, including training staff; developing a master testing schedule; supervising test administration during testing windows; overseeing test make ups & re-testing; designing/implementing remediation programs, & securing/tracking/ returning test materials;
- Manages student 504 plans [504 Plan, refers to the Rehabilitation Act of 1973 (Section 504), which states “. . . individuals with handicaps” are entitled to special or regular education & related services designed to meet the individual student’s needs.”]
- Helps the Principal with Elementary Curriculum/Building Leadership Team;
- Participates on the District Leadership Team;
- Assists the Principal in the coordination & evaluation of curricular & instructional programs & makes appropriate recommendations to the District Administrators’ Council for programmatic change &/or modifications;
- Provides input regarding the development & implementation of all school & District plans, such as the Elementary School Improvement Plan & the District’s Strategic Plan as directed by the Principal & Superintendent;
- Attends Individual Student Team (IST) & Individualized Educational Plans (IEPs) meetings;
- Oversees the Response to Intervention (RtI) process at the elementary level;
- Facilitates school-wide Positive Behavior Interventions & Supports (PBIS) Program;
- Directs educational enrichment programs.

#### **Management & Operations**

- Serves as the building leader and operates the elementary program in the Principal’s absence;
- Addresses as the primary point of contact proactive & responsive student disciplinary needs;
- Supervises lunch, recess & arrival/dismissal activities;
- Manages through high visibility in designated schools;
- Implements School Committee policies & District/school procedures;
- Contributes to the annual budget development process;
- Participates as a member of the Crisis Team & District Safety Council.

#### **Family & Community Engagement**

- Covers designated evening &/or weekend events;
- Participates on Principal’s Advisory Council (PAC) & Elementary School Council;
- Serves as contact for all family communication on emergent needs or concerns.

#### **Professional Culture**

- Supports a positive & supportive school culture through ongoing communication with teachers, staff, students & parents;
- Invests in a shared leadership role at faculty meetings;
- Assists with new & ongoing relevant professional development.

Masters degree in Education, plus DESE administrative certification or eligibility required. Submit letter of interest/resume to: Superintendent Beth Regulbuto, PO Box 339, Sheffield, MA 01257 on or before January 17, 2019. (Position open until filled)