

**RSU #63 Assistant Principal/Athletic Director
JOB DESCRIPTION**

REPORT TO

Building Principals

QUALIFICATIONS

1. Education/Certification
 - a. Maine Department of Education certification as Assistant Building Administrator (045)
 - b. Master's Degree preferred
 - c. K-8 classroom experience
2. Special Knowledge/Skills
 - a. Knowledge of Maine School Law, policies, and procedures
 - b. Skill in communicating and collaborating with staff and parents

JOB GOAL

To use leadership, communication, and administrative skills to develop, implement, and maintain the best possible educational program for the students of RSU #63 (Eddington, Holden, and Holbrook Schools) by supporting the mission and vision of the District.

PERFORMANCE AREAS

1. Administration
 - a. Maintain positive, professional relationships with staff, students, and parents.
 - b. Help plan, organize, and oversee implementation of school activities.
 - c. Maintain high standards of student conduct, and enforce fair consistent discipline as necessary, affording appropriate due process to students and parents.
 - d. Monitor student attendance and performance records.
 - e. Assist in developing and implementing effective attendance plans, parent communication, and student engagement in school.
 - f. Participate in administrative team meetings, staff meetings, 504 meetings, and other meetings as required.
 - g. Using the RSU #63 Substitute list, arrange for substitute teachers and substitute educational technicians.
 - h. Assume responsibility of the school in the absence of the Principal.
2. Curriculum/Instruction
 - a. Assist in establishing and maintaining a school climate that enhances teaching and learning.
 - b. Provide effective feedback regarding instructional and assessment practices.
3. Professional Development and Educational Leadership
 - a. Participate in the professional development and training of school staff.
 - b. Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state, and national meetings, through enrollment in advance coursework, and the like.
4. 504 Coordination
 - a. Implement section 504 of the Rehabilitation Act of 1974, as it pertains to the provision of support to students, insuring all 504 services comply with required laws and timelines. Document using approved software.
 - b. Coordinate and facilitate Kindergarten through Grade 8 504 meetings to best meet student needs.
5. Athletic Director
 - a. Responsible for supporting and monitoring RSU #63's athletic programs.
 - b. Assist in the preparation of the athletic budget.

- c. Ensure all necessary equipment and supplies are available prior to the start of each sports season within budgeted amounts.
- d. Responsible for an up-to-date inventory of all athletic equipment and supplies. Oversee the return of uniforms by coaches.
- e. Assist in recruitment and selection of coaches.
- f. Engage in academic monitoring of students with teachers and counselors to compile eligibility lists for each sport.
- g. Establish the schedule in each sport. Including location, facility, practice times, and game times.
- h. Work with Transportation/Facilities Director to arrange transportation for all away contests.
- i. Schedule and arrange for supervision and officials for all games. Ensure proper forms are completed for compensation.
- j. Conduct coach meetings at the start of each sport season to review procedures, medical information, academic code, training, and any additional concerns or issues that arise.
- k. Arrange and schedule team photos.
- l. Engage the public in a courteous and professional manner.

6. Other

- a. Perform other duties as assigned by the Superintendent or Building Principals.

TERMS OF EMPLOYMENT

School year. Some evenings required.

EVALUATION

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which plans and job goals are met. RSU #63 expects all employees will perform assigned duties diligently, professionally, efficiently, and in compliance with all district policies and procedures as well as all federal and state laws. The Building Principals will provide feedback and conduct the evaluation of the Assistant Principal/Athletic Director.

NOTE: The above job description reflects the general requirements necessary to describe the functions and 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.

REVIEWED AND AGREED TO BY:

Printed Name of Assistant Principal/Athletic Director

Date

Signature of Assistant Principal/Athletic Director