



Lincoln Public Schools  
6 Ballfield Road  
Lincoln, MA 01773

### Job Description

Position Title	Assistant Principal, K-8 - Lincoln School
Primary Purpose	The Assistant Principal supports the Principals in creating a safe and nurturing environment for all students, supporting school staff, and working collaboratively with families.
Contractual Relationship	The Assistant Principal reports to the building Principals. They negotiate an individual employment contract with the Superintendent in accordance with applicable School Committee guidelines and Massachusetts statutes.
Organizational Relationship	The Assistant Principal supports the Principals in supervising and coordinating the activities of the faculty and staff assigned to the school, along with the implementation of the instructional program in accordance with School Committee policies and Administrative regulations.
Responsibilities	<p>The Assistant Principal will:</p> <ul style="list-style-type: none"><li>• Promote belonging, academic and social emotional growth for all students</li><li>• Provide Student, Staff, and Family Support<ul style="list-style-type: none"><li>○ Provide in the moment support for teacher guidance/assistance.</li><li>○ Respond to student discipline needs.</li><li>○ Assist the Principals in the articulation and enforcement of school protocols and procedures, including the school attendance and bullying investigations.</li><li>○ Assist the Principals in planning and conducting family meetings.</li><li>○ Communicate with caregivers about topics connected to their children, such as student academic progress, interventions, support, student behavior, and discipline.</li><li>○ Meet with caregivers about their children as requested and needed.</li><li>○ Serve as 504 Coordinator.</li></ul></li><li>• Support Staff Supervision and Evaluation<ul style="list-style-type: none"><li>○ Assist the Principals in interviewing, hiring and orienting new teachers.</li><li>○ Assist the Principals with supervision and evaluation</li><li>○ consultation with individual teachers.</li><li>○ Assist the Principals in the evaluation of teachers and make written recommendations to the Principals as requested.</li></ul></li><li>• Assist Principals with Curriculum and Instruction<ul style="list-style-type: none"><li>○ Support teaching and learning in the building.</li><li>○ Plan and conduct faculty meetings and in-service programs in cooperation with District staff when appropriate.</li><li>○ Provide instructional leadership.</li><li>○ Initiate and implement system and school instructional goals.</li><li>○ Be familiar with various best practices and research-based techniques for diverse learners.</li><li>○ Support school-based teams (IST / CST).</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Engage in data meetings and intervention planning.</li> <li>● Budget Preparation and Administration: <ul style="list-style-type: none"> <li>○ Help the Principals determine budget priorities including personnel needs.</li> <li>○ Assist the Principals in preparing budget requests.</li> <li>○ Assist the Principals in allocating supplies and instructional materials to the classrooms.</li> </ul> </li> <li>● Support Building Operations: <ul style="list-style-type: none"> <li>○ Review substitute coverage daily, arrange for in-house coverage if needed, provide for substitute building orientation and supervise their classroom performance.</li> <li>○ Assist the Principals in scheduling classes, preparing groupings for the succeeding year, duty schedule, and scheduling changes resulting from field trips and other special events.</li> <li>○ Coordinate, arrange and supervise extra-curricular and after school activities programs.</li> <li>○ Assist the Principals in the articulation and enforcement of school regulations including the school attendance process.</li> <li>○ Oversee lunch/recess supervision.</li> <li>○ Assist drop off/pick up logistics and communication.</li> </ul> </li> <li>● Additional duties as assigned by the Principals.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● Valid Massachusetts Principal/Assistant Principal license, PK-8</li> <li>● Master's Degree</li> <li>● Experience as a teacher and as an educational leader at the elementary and/or middle school levels</li> <li>● Effective interpersonal and leadership skills; experience facilitating communication between divergent groups and in consensus decision-making</li> <li>● Demonstrated success in the development, evaluation, and implementation of curriculum, instruction, and assessment at the applicable level</li> <li>● Effective administrative and management skills</li> <li>● Excellent speaking and writing skills, including the effective utilization of computers, technology, and information management tools</li> </ul>