

School Administrative Unit #101

Wakefield School District

Position: Assistant Principal/Curriculum Director

EDUCATION AND QUALIFICATIONS:

Appropriate certification in School Administrative Leadership as per Ed. 506.04
Master's Degree from an accredited college or university preferred
Three years of successful educational experience
Demonstrates an understanding of an ability to work with students
Knowledge of policies, procedures, and practices of public schools
Basic computer skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Is a member of the district leadership team with input into various district roles and responsibilities;
- Serves as Acting Principal during the absence of the Principal;
- Coordinates curriculum organization and improvement;
- Makes recommendations regarding the care and maintenance of buildings and ground in concert with the Principal and Facilities Manager;
- Manages safety drills, communication with safety agencies and develops safety procedures;
- Promotes respect for school property, a climate of mutual confidence to promote student success, and a positive school atmosphere conducive to learning;
- Serves on district-wide committees as requested;
- Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
- Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
- Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources;
- Knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts;
- Evaluate and make recommendations to the Superintendent concerning candidates for professional and nonprofessional positions with the school administrative until in accordance local school board policy, or as directed by the Superintendent of schools;
- Assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the Superintendent of schools;
- Other responsibilities as assigned by the Principal.

Please submit a letter of interest, current resume, Professional Staff Application (available at SAU101 website-SAU101-Employment Opportunities) and 3 letters of reference, transcripts, and certification to:
Wakefield SAU101, 76 Taylor Way, Sanbornville, NH 03872, or email info@sau101.org