



**FOXBOROUGH PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**

**Notice of Job Vacancy
2022– 2023 School Year
August 8, 2022**

TITLE: Assistant Principal

LOCATION: Foxborough High School

JOB SUMMARY: The Assistant Principal is responsible for supporting teaching and learning and providing high quality administration and leadership, particularly with student issues, safety, special education, and general administrative support.

QUALIFICATIONS:

- A minimum of five (5) years classroom teaching experience
- Master's degree or higher required
- Massachusetts DESE certification as High School Principal/Assistant Principal (Grades 9-12)
- Previous experience preferred in educational administration/supervision
- Demonstrated knowledge of curriculum development, implementation and evaluation
- Demonstrated knowledge of applicable laws

REPORTS TO: Building Principal

SALARY: As per individual contract

WORK YEAR: Full-time

RESPONSIBILITIES:

Instructional Leadership

- Creates and maintains a welcoming and inclusive school climate
- Fosters a creative and innovative learning environment in which all students are inspired to excel
- Supports a culture where data is used to inform student growth and achievement
- Demonstrates and effectively communicates district priorities and values, including a commitment to equity and high expectations for students
- Promotes the learning and growth of all students and the success of all staff by cultivating a shared vision, developing and maintaining a healthy school climate, and fostering a positive learning environment
- Utilizes research and knowledge of effective practices to inform instructional decisions

- Works collaboratively with the Director of Special Education to ensure that the special education needs of children are met
- Possesses a strong vision for quality, accessible instruction; understands and values the role technology plays in teaching and learning
- Assists the Principal with the school's educational program and the school improvement plan
- Promotes the social emotional learning of all students
- Supports staff in implementing positive behavioral supports and intervention strategies using a skills-deficit approach
- Supervises and evaluates staff using performance standards; works to ensure excellence in instruction and ongoing improvement
- Promotes and values a culturally responsive learning environment
- Demonstrates success in the area of implementing/maintaining comprehensive student supports aligned to the needs and interests of all students (MTSS)
- Be familiar and remain current with changes and research in education and assume responsibility for own professional growth and development

Management and Operations

- Assist with the selection and induction of new staff, providing mentoring support as needed
- Assist in the development and implementation of school policy; and supervise revision, production and distribution of student and teacher handbooks
- Assist in the responsibility for the day to day operation of the school building and grounds and for the development and maintenance of comprehensive school emergency plans
- Assist the principal in establishing and maintaining a safe and secure environment and an effective learning climate
- Assist the principal in planning, organizing and coordinating school assembly programs
- Leverage schedules, calendars, and use of space to enable student-centered learning
- Assist in building a master schedule that capitalizes on learning time to support core instruction, intervention, and enrichment – familiarity with PowerSchool
- Assist in the management and preparation of the school budget
- Assist with the implementation of state assessments within the school as appropriate (MCAS, WIDA)
- Supervise designated co-curricular programs: after school clubs and activities
- Attend and supervise co-curricular and after school activities and events in coordination with the principal and assistant principal
- Assume additional administrative functions in the absence of the principal or assistant principal

Family and Community Engagement

- Successfully engages with families through the use of varied modes of communication
- Promotes ongoing positive communication with parents and community partners, effectively involving them in the education of children
- Fosters positive and open communication with parents and other members of the school community

- Collaboratively engages in strategic partnerships with families and builds teacher and staff capacity to sustain meaningful relationships with families in ways that are culturally responsive

Professional Culture

- Works collaboratively with the administration to ensure that the needs of students and the school are met
- Nurtures and sustains a school culture of reflective practice, high expectations, and continuous learning for staff
- Is a contributing member of the school team
- Works collaboratively with other building and district administrators to promote equity and consistency across the district
- Assists with the curricular review process and actively participates in district teams and committees
- Cultivates teacher leadership opportunities that enable educator voice and meaningful contributions to the work of the school
- Facilitates meetings in order to support professional learning, maintain a healthy culture and foster consistency among all staff members
- Delivers actionable feedback about instruction and other professional practices through written observations and ongoing feedback and the evaluation process
- Demonstrates and models a commitment to continuous learning
- Perform such other duties or assistance as may be assigned by the principal or designee

Preference will be given to applications received prior to August 30, 2022.

Interested applicants should submit a resume, letter of application, transcripts, and three letters of reference to:

Superintendent of Schools
Foxborough Public Schools
60 South Street
Foxborough, MA 02035

Or

Submit via fax or e-mail to:

Fax: (508) 543-4793

Email: employment@foxborough.k12.ma.us

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