

CONTRACT OF EMPLOYMENT
Assistant Principal
Town of East Longmeadow, Massachusetts

This agreement, made as of May 21, 2024, by and between the East Longmeadow School Committee, hereinafter referred to as the “School Committee” and **Natalie Ojunga-Andrew**, hereinafter referred to as the “Assistant Principal.”

Both parties agree that the Assistant Principal shall perform in good faith the duties and obligations of the Assistant Principal as provided by Massachusetts General Laws, the Principal Job Description (Appendix A), and the rules and policies of the School Committee. The Assistant Principal will report to and work under the direction of the Superintendent of Schools as a member of the ELPS Leadership Team.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The School Committee hereby employs **Natalie Ojunga-Andrew** as Assistant Principal of Birchland Park Middle School in the East Longmeadow Public Schools and the Assistant Principal hereby accepts employment on the following terms and conditions outlined in the contract.

2. **TERM:** The term of the contract shall be for three years commencing on **July 1, 2024 up to and including June 30, 2027**. Not later than **January 30, 2027**, the Superintendent will inform the Assistant Principal whether or not he/she will enter into negotiations regarding a successor contract of employment as Assistant Principal in East Longmeadow Public Schools. Should such notification, or a notice of nonrenewal, not be provided to the Assistant Principal by the January 30th date, the employment contract will renew for an additional one-year term from the end date of the contract.

3. **COMPENSATION:** The Assistant Principal shall be paid a salary of:

a. For the period of **July 1, 2024 through June 30, 2025** at an annual amount of **\$96,585**.

b. **For the period of July 1, 2025 through June 30, 2026 at an annual rate between the previous year’s salary and \$98,758 dependent upon the *Principal’s* overall evaluation of the Assistant Principal, from “Need Improvement”, “Proficient”, “Exemplary;”**

The Assistant Principal also has the opportunity to earn an additional stipend of .25% or \$247 through accomplishing one mutually established goals with the Superintendent focused on helping the school achieve its established SMART goals and allowing the principal to grow professionally. The goal when achieved would equal a stipend of .25% or \$247. The Superintendent and Principal will review progress toward the goal at the Mid-Cycle Formative Evaluation and at the Summative Evaluation.

c. **For the period of July 1, 2026 through June 30, 2027 at an annual rate between the previous year’s salary and \$100,980 dependent upon the *Principal’s* overall evaluation of the Assistant Principal, from “Need Improvement”, “Proficient”, “Exemplary;”**

The Assistant Principal also has the opportunity to earn an additional stipend of .25% or \$252 through accomplishing one mutually established goals with the Superintendent focused on helping the school achieve its established SMART goals and allowing the principal to grow professionally. The goal when achieved would equal

a stipend of .25% or \$252. The Superintendent and Principal will review progress toward the goal at the Mid-Cycle Formative Evaluation and at the Summative Evaluation.

d. The Assistant Principal shall be paid an annual degree differential of:

<u>M+30</u>	<u>CAGS (M+60)</u>	<u>Doctorate (M+75)</u>
\$2,800	\$3,800	\$4,800

e. The annual salary, consisting of the base salary and degree differential, shall be paid in biweekly installments.

f. Assistant Principals will have the opportunity to outline and propose special projects/initiatives to the Superintendent and Assistant Superintendent for Business that the Assistant Principal would if approved undertake and implement until completion or the initiative is self-sustaining. Projects and or initiatives should have an overarching objective that falls into one or more of the following broad categories: ways to improve support for students and families, ways to support staff in professional growth and skill development, and/or ways to improve efficiency for school operations.

Each year \$6,000 will be set aside for these projects. Stipends would be determined by the specifics of the proposal, the comprehensive nature of the proposal, and the length of time the project would take to bring to completion. Stipends for individual projects will be capped at \$2,000.

4. HOURS OF WORK:

a. Unless otherwise specified in the individual contract, the Assistant Principal shall work a full year and is paid on that basis. The Assistant Principal's work hours during the school year will parallel the hours of the school in which the Assistant Principal serves but extend before and after the hours of pupil attendance as necessary and include evening and weekend hours as required for attendance at meetings, activities, athletic events, and all responsibilities associated with the position.

b. The workday of the Assistant Principal during times when schools are not in session will consist of no less than a seven (7) hour day including a lunch period. The hours between 7:00 a.m. and 4:00 p.m. will provide the framework for establishing the seven-hour day. The Superintendent's office will be notified of deviations from the normal hours within the above framework.

c. On days when schools are closed because of inclement weather, the Assistant Principal will be allowed time for travel providing road conditions warrant a delay in reporting for work. Circumstances requiring more than a half hour beyond the normal reporting hour for non-school days should be reported to the Superintendent's office and indications given of the expected time of arrival.

d. Deviation from the normal workday will be permitted with the advance approval of the Superintendent. In the Superintendent's absence, the Assistant Principal will notify the Central Office.

e. Special provisions may be made with the Superintendent of Schools for the Assistant Principal to participate in professional study either during late afternoons or during periods when schools are not in session.

ANNUAL VACATION:

a. The Assistant Principal shall earn 25 working days of vacation per fiscal year. Should the contract be terminated prior to June 30th of a given year, the District would use an accrual rate of approximately 2.083 vacation days per month in order to determine the vacation days accrued up to the point of the termination of the contract. The Assistant Principal may take up to 5 of those days (on school days) during the school year, commencing September 1 of each year. Additionally, the Assistant Principal may take up to one of the three school vacation weeks (December, February, and April) as vacation outside of her allotted 25 vacation days. The remainder will be taken during (the summer months of June, July, and August unless prior approval for another arrangement is made in writing and in advance with the Superintendent. A maximum of fifteen (15) vacation days may be carried into the next fiscal year. Any accrued but unused vacation days over and above the 15 carryover days shall be forfeited at the end of the fiscal year. Upon termination of the contract, the Principal will be paid for any unused vacation days up to the 40-day total. The per diem rate for vacation pay will be determined by dividing the annual salary in effect at the time by two hundred sixty (260).

b. The Assistant Principal shall meet with the Principal on or before May 31st to establish a vacation schedule for the summer.

6. HOLIDAYS: The Assistant Principal shall be eligible to take all state holidays plus the day after Thanksgiving and Christmas as paid holidays.

7. LEAVE WITH PAY

a. The Assistant Principal will receive eighteen (18) days of sick leave a year with accumulation limited to 180 days. The Assistant Principal may be awarded up to 180 additional days of sick leave WITHOUT PAY at the discretion of the School Committee. There will be no eligibility for "buy back" of unused sick leave on termination of employment.

b. The Assistant Principal will qualify for leave with pay and their account will be charged for the following reasons and under the following conditions:

1) Sick leave, for sickness or accident, the nature of which incapacitates the Assistant Principal from performing the duties of the Assistant Principal's position to the limit of the Assistant Principal's accumulated total.

2) Three (3) religious days which will not be charged to Leave With Pay.

3) Five (5) days for critical illness in the immediate family. The Superintendent may extend the number of days for justifiable reasons.

4) Five (5) days for death in the immediate family or household. The Superintendent may extend the days for justifiable reasons and also may approve attendance at funerals for other than members of the immediate family or household. Three (3) days for each such death in the immediate family will not be deducted from the Assistant Principal's Leave With Pay account. The definition of immediate family includes mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, foster parent, significant other, or guardian.

5) Two (2) personal business days for reasons approved by the Superintendent, including, but not limited to, legal matters not involving school, attending graduations or other family matters of major importance or concern and medical checkups. Except in emergencies, the Assistant Principal will give notice to the Superintendent in writing, on the form provided for the purpose, at least one day in advance of the day to be taken. In an emergency, the Assistant Principal will give verbal notification to the Superintendent, but will submit a

written statement on the approved form upon return. Up to three (3) additional personal business days may be approved by the Superintendent, at her discretion, consistent with the above notice provisions.

6) Any other purpose that the Superintendent shall approve in writing in advance.

7) The Assistant Principal will complete personnel absence reports in connection with all the above absences.

c. The Assistant Principal will qualify for leave with pay but not be charged to Leave With Pay for reasons of attending professional meetings or school-connected business which are approved in advance by the Superintendent of Schools.

8. EVALUATION:

a. The Assistant Principal shall be evaluated at least once by the Principal by June 30th of each year of their agreement. The evaluation will include a review of progress toward mutually established annual goals and use an instrument, which is based upon the Massachusetts Educator Evaluation Model System using the rubric for building-level administrators.

b. Public address or audio systems and similar surveillance devices will not be used for the purpose of the Assistant Principal's evaluation. The Assistant Principal will be given a copy of any evaluation, complaint, or other report prepared by her superiors and will have the right to discuss such reports with the Superintendent of Schools. The Assistant Principal, in turn, agrees to sign a statement that the Assistant Principal has been given a copy of the contents discussed with her providing that such statement includes the fact that the Assistant Principal's signature does not necessarily indicate agreement with the contents.

c. Any complaint that has merit or potential merit regarding an Assistant Principal made to any member of the School Committee or the Superintendent by any parent, student or other person on which disciplinary action is contemplated will be called to the attention of the Assistant Principal by the party receiving the complaint and the name of the complainant will be made known at that time.

d. No material pertaining to the Assistant Principal's conduct, service, character or personality will be placed in the Assistant Principal's personnel file without the Assistant Principal's knowledge. The Assistant Principal will be given the opportunity to review the material. The Assistant Principal will acknowledge within ten (10) school days that he/she had the opportunity to review such material by affixing her/his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Assistant Principal will also have the right to submit a written answer to such material and the Assistant Principal's answer shall be reviewed by the Superintendent and attached to the file copy.

e. The Assistant Principal will have the right, upon request, to review the contents of the Assistant Principal's personnel file at reasonable times, in the place where such records are kept, and in the presence of the Superintendent or the Superintendent's designee. The Assistant Principal will be entitled to have a representative during such review and make copies of such materials.

9. GRIEVANCE PROCEDURE:

The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems, which from time to time may arise and affect the conditions of the employment of the Assistant Principal covered by the contract.

The School Committee and the Assistant Principal desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedure level involved. The time limits will be considered as maximum unless extended by mutual agreement in writing.

a. **Definition.** A “grievance” shall mean a complaint, of an actual or supposed violation, misinterpretation, or inequitable application of any of the provisions of the Agreement.

b. **Levels of Procedure**

Level One: An Assistant Principal with a grievance will first directly discuss it orally with the Superintendent of Schools with the object of resolving the matter informally.

Level Two: If the grievance is not resolved to the satisfaction of the Assistant Principal at Level One or if no decision is rendered after ten (10) days from the presentation at Level One, the Assistant Principal may refer the grievance to the Superintendent of Schools in writing. Within fourteen (14) days after submission of the grievance, the Superintendent will meet with the Assistant Principal in an effort to settle the grievance.

Level Three: If within twenty (20) days after submission at Level Two above, the Superintendent has not rendered a written decision or the grievance is not resolved to the satisfaction of the Assistant Principal, he/she may request in writing to the Secretary of the School Committee that the matter be placed on the agenda of the next regularly scheduled School Committee meeting. In the event that no meeting is scheduled, a meeting will be held at the School Committee level within ten (10) days from submission of the grievance to the Secretary of the School Committee. The School Committee will render its decision to the Assistant Principal in writing within fifteen (15) days after said meeting.

Level Four: If the grievance is not resolved to the satisfaction of the Assistant Principal, upon receipt of the written decision from the School Committee, the Assistant Principal may determine that the grievance is meritorious and that submitting it to arbitration is in the best interests of the East Longmeadow Public Schools. If so, the Assistant Principal may, by giving written notice to the School Committee, submit the grievance to binding arbitration within fifteen (15) days after receipt of the written decision from the School Committee. Within ten (10) days after such written notice of demand for arbitration, the School Committee and the Assistant Principal will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. It is hereby noted that the services of the State Board of Conciliation and Arbitration are available to municipal employers and employees for this purpose. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. If the services of the American Arbitration Association are used, the parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator so selected will confer with representatives of the School Committee and the Assistant Principal and hold hearings promptly and will issue her decision not later than twenty (20) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator’s decision will be in writing and will set forth her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision that requires the commission of an act prohibited by law or which violates the terms of the Contract or except for clarification of the point at issue to modify, alter, add to, or subtract from the provisions of the Contract. The award and decision made in any such arbitration shall be final and binding upon the School Committee and the Assistant Principal. The direct expenses, if any, of such arbitration shall be shared equally by the School Committee and the Assistant Principal but each party shall bear its own expenses for the preparation and presentation of its case.

c. If the Assistant Principal does not file a grievance in writing with the Superintendent within ten (10) days after the Assistant Principal knew or should have known of the act or conditions on which the grievance is based, then the grievance will be considered waived. Furthermore, if the next step in the grievance procedure is not acted upon within the number of days specified or within ten (10) days where no time limit is specified, then the grievance shall be considered waived. A dispute as to whether a grievance has been waived under this paragraph will be subject to the grievance procedure at Level 4.

d. No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the Public Schools of East Longmeadow for any Assistant Principal involved in presenting such grievance.

e. If the School Committee or the Superintendent shall have a grievance against the Assistant Principal on the basis that she is not abiding by the terms of the Contract, the Superintendent shall meet with the Assistant Principal at the most informal level possible to discuss the grievance. If the Superintendent cannot settle the grievance to her satisfaction, the Assistant Principal shall meet with the School Committee within ten (10) days following receipt of a written request for such a meeting. The request will include a written statement of the grievance. If, after fifteen (15) days the School Committee is not satisfied with the disposition of the grievance, it may, by giving written notice to the Assistant Principal, demand the grievance be submitted to binding arbitration. The procedure, terms and conditions of arbitration are to be the same as under Level Four preceding.

If the Assistant Principal agrees that a grievance instituted under the provision is justified and makes every effort to remedy the situation, the School Committee agrees not to institute arbitration proceedings against the Assistant Principal.

10. TERMINATION OF CONTRACT BY PRINCIPAL: In the event that the Assistant Principal desires to terminate the contract before the term of service shall have expired, the Assistant Principal may do so by giving at least sixty (60) calendar day notice of intent to the Superintendent. Said notice shall be sent by registered mail, return receipt requested, to the Office of the Superintendent of Schools. Notwithstanding the above, the Assistant Principal may request and the School Committee, upon the recommendation of the Superintendent, may consider termination of the contract in fewer than 60 calendar days.

If the Assistant Principal enters or leaves the system during the year, the Assistant Principal will be paid an amount which equals the actual number of days worked or to be worked divided by the total number of scheduled days in the year (260) multiplied by the Assistant Principal's annual salary. Any sick leave advanced beyond one and one-half (1-1/2) days per month for the current year will be deducted before the final payment.

11. DEMOTION, DISMISSAL, DISCIPLINE: The Superintendent may dismiss, demote, suspend, or reprimand the Assistant Principal for good cause and in accordance with Massachusetts General Law. As used herein, "good cause" shall mean any grounds put forth by the Superintendent which are not arbitrary, irrational, unreasonable, in bad faith or not relevant to the sound operation of the school system. No Arbitrator may apply a definition of the words "good cause" other than the definition appearing immediately above and arbitral review shall be limited to the question whether such grounds were put forth in good faith.

12. TERMINATION OF CONTRACT BY SCHOOL COMMITTEE: The School Committee, upon recommendation of the Superintendent, shall terminate the contract without further financial obligation, prior to the expiration date hereof and in accordance with Massachusetts General Laws.

13. REDUCTION IN FORCE: Should there be a reduction in the number of Principals employed by the School Committee, any Assistant Principal whose position is eliminated who has also served as a member of Unit

A of the East Longmeadow Education Association shall be considered for any open teaching position for which the Assistant Principal is qualified. If a conflict arises among Principals who exercise their option, seniority shall apply in determining the consideration.

Should the School Committee elect to combine two Principalships, provided that both qualifications and certifications are equal, seniority shall apply in determining which Principal shall remain in the newly formed position.

14. CERTIFICATE: The Assistant Principal shall furnish and maintain throughout the term of the agreement a current, valid and appropriate State Dept. of Education certificate qualifying the Assistant Principal to act as Assistant Principal within the state and for East Longmeadow Public Schools and the Town of East Longmeadow as required by Massachusetts General Laws.

15. PROFESSIONAL ACTIVITIES: The Assistant Principal will seek and obtain the approval of the Superintendent prior to accepting speaking, lecturing, teaching, or other professional engagements outside the Town of East Longmeadow.

16. RESIDENCY: The Assistant Principal is encouraged to maintain residence within the Town of East Longmeadow during the term of her employment.

17. REIMBURSEMENT:

a. The Assistant Principal will be reimbursed for all approved expenses reasonably incurred in the performance of the Assistant Principal's duties. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at appropriate state and national meetings and conferences. All spending shall be approved in advance. Reimbursement shall not exceed \$1,500.

b. The Assistant Principal will be reimbursed, or direct payment shall be made, for expenses related to short-term or long-term disability insurance and life insurance. The Assistant Principal shall select the policy or policies and shall present invoices or proof of payment to the Superintendent for reimbursement and/or direct payment. Reimbursement and/or payment for these expenses shall not exceed \$2,000.00 per year.

c. The Assistant Principal will be reimbursed or direct payment shall be made for dues to up to three (3) state and national administrators' organizations appropriate to her/her position approved in advance by the Superintendent. Reimbursement and/or payment for these expenses shall not exceed \$1,500.00.

18. EDUCATIONAL DEVELOPMENT AND IMPROVEMENT:

a. The Superintendent may authorize the attendance of the Assistant Principal at workshops, seminars, conferences or other professional improvement sessions. The approval shall be with or without pay and may be with or without partial or full payment for reasonable expenses.

b. The School Committee will pay up to \$650.00 for graduate-level courses in a contract year (July-June) for job-related courses approved in advance by the Superintendent of Schools.

19. STATE RETIREMENT ASSOCIATION: The Assistant Principal shall be a member of the Teachers' Retirement System as required by Massachusetts General Laws.

20. FRINGE BENEFITS: Except as specifically provided in the agreement, the Assistant Principal shall be entitled to all insurance (medical, hospitalization, and life) benefits accorded to other administrators in the East Longmeadow Public Schools.

21. PERSONAL INJURY: Whenever an Assistant Principal is absent from school as a result of personal injury occurring in the course of employment, the Assistant Principal is entitled to Workers' Compensation wage payment and regular salary to the extent of her/her Leave with Pay account. The number of days charged to the Assistant Principal's Leave With Pay account in such circumstances will be the proportion that the amount of sick leave actually paid bears to the full salary for a given period.

22. PROTECTION: The Assistant Principal will immediately report in writing to the Superintendent all cases of alleged criminal conduct or violation(s) of civil rights suffered by or allegedly committed by the Assistant Principal in connection with employment.

23. PERFORMANCE: The Assistant Principal shall fulfill all aspects of the contract. Any exceptions thereto shall be by mutual agreement in writing between the Superintendent and the Assistant Principal.

24. SERVICE RECOGNITION FOR RETIREMENT:

a. An Assistant Principal notifying the School Committee as soon as possible but not later than June 30th of the school year prior to retirement who has completed a minimum of 20 years of satisfactory teaching or administrative service, the last 10 of which have been in the teaching or administrative service of the East Longmeadow Public Schools, will receive an additional amount of \$9,500.00 during the last year prior to retirement.

b. In lieu of the above and upon the same notification and employment requirements, an Assistant Principal may elect to receive the above \$9,500.00 in a lump sum in that Assistant Principal's final pay.

c. In order to qualify for the above benefit the Assistant Principal intending to retire must give the 12 months notice in writing to the School Committee. The Assistant Principal's letter of notice must include a letter of resignation effective a date certain.

d. The effect of the letter of notice of resignation is to resign from East Longmeadow at a fixed time. Once the letter is accepted the East Longmeadow School Committee has no further obligation to employ the Assistant Principal after the effective date of resignation. Should the Assistant Principal die after submission of the above letter but prior to the effective date of resignation, the benefit or unpaid portion thereof shall be payable to the estate of the Assistant Principal.

25. DRUG-FREE WORKPLACE ACT:

Pursuant to the Drug-free Workplace Act (20 U.S.C. 701, et, seq.) and the regulations promulgated thereunder, the East Longmeadow School Committee hereby adopts and implements a program to prevent the use of illicit drugs by employees in the workplace.

1) The School Committee hereby notified all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace – on school property or as part of school activities,

2) As a condition of employment, all employees of the East Longmeadow Public Schools shall:

a. abide by the terms of Paragraph B; and

b. notify the School Committee in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after said conviction; and

c. within thirty (30) calendar days of giving notice under paragraph (2), above, any employee so convicted for a violation of a criminal drug statute occurring in the workplace shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal state or local health, law enforcement or other appropriate agency.

3) During the course of participation in a program under Paragraph 2 (c), above, the employee shall be considered on voluntary leave of absence without pay.

4) Any employee who is so convicted and who satisfactorily participates and completes an approved drug abuse assistance or rehabilitation program shall forthwith be restored to her/her former employment position.

5) Any employee who is so convicted and who does not satisfactorily participate and complete an approved drug abuse assistance or rehabilitation program shall be terminated from her employment by the School Committee for failure to satisfactorily participate in and complete said program.

6) Based upon reasonable suspicion, the School Committee shall notify local, state or federal law enforcement authorities, of any unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee in the workplace.

7) The School Committee shall provide the employee with information regarding drug abuse assistance or rehabilitation programs approved by federal, state or local health, law enforcement or other appropriate agencies.

26. NON-DISCRIMINATION: It is the policy of the East Longmeadow Schools to abide by the letter and spirit of the laws of the Commonwealth and of the United States that guarantee the equal and unbiased treatment of all students, parents and employees of the East Longmeadow Public Schools. The General Laws cited in the policies generally require that no person be discriminated against in employment practices including, but not limited to, hiring, promotion, transfer, discharge, pay, fringe benefits or access to educational programs and services on the basis of race, color, sex, religion, national origin, age, disability, or sexual orientation.

Further, it is the policy of the East Longmeadow Public Schools to prohibit unlawful discrimination on the basis of sex, including, but not limited to, sexual harassment as defined in Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and M.G.L. ch. 151B.1, sec. 1 (18). Sexual harassment is also prohibited in the workplace by M.G.L. ch. 151A, sec. 25. All persons have the right to be free from sexual harassment (M.G.L. ch. 214, sec. 1.); therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school-related activities.

27. ENTIRE AGREEMENT: The contract embodies the whole agreement between the Superintendent and the Assistant Principal and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a written statement signed by the party against whom enforcement thereof is sought.

28. INVALIDITY: If any paragraph, part of, or rider to the agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

The agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed their agreement and duplicate thereof this 21st day of May, in the year 2024.


Natalie Ojunga-Andrew Date
Assistant Principal 5/21/2024


Gordon C. Smith Date
Superintendent of Schools 5/21/24

APPENDIX A
East Longmeadow Public Schools
Job Description

Job Title: Assistant Principal
Department: Schools
Reports To: Principal
FLSA Status: Non-exempt
Approved Date: School Committee Approved 4/25/2000

SUMMARY

Administers school student personnel program in primary or secondary school and counsels and disciplines students by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in formulating student personnel policies such as code of conduct.

Assists in planning and supervising school student activity programs.

Talks with and disciplines students in cases of attendance and behavior problems.

Assists in supervising students in attendance at assemblies and athletic events.

Walks about school building and property to monitor safety and security or directs and coordinates teacher supervision of areas such as halls and cafeteria.

Assists in maintaining records of student attendance.

Arranges for and oversees substitute teachers.

Works with administrators to coordinate and supervise student teachers program.

Assists in organizing and administering in-service teacher training.

SUPERVISORY RESPONSIBILITIES

Assists in the supervision of the total staff. Assists in the responsibility for the overall direction, coordination, and evaluation of the staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform their job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business

community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Employees must possess and maintain Massachusetts Administrator Certification from the Department of Education in elementary or secondary education.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of their job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by their job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION The employee will be evaluated by the head principal of the building at least once per year. The evaluation will be based upon the agreed upon evaluation instrument.