



Our Lady of Lourdes School
52 First Street, Taunton, MA
Mary Turner, Principal
mturner@oloftaunton.com
508-822-3746

"Where every student feels welcomed and loved"

Assistant Principal - Job Description

The Assistant Principal will report directly to the Principal and assist with a variety of administrative responsibilities.

- Observe classes and debrief with teachers on a bi-weekly basis according to the system established by the Principal.*
- Assist in the evaluation process of faculty according to the system established by the Principal.*
- Work with the mentors, ensuring support of onboarding new teachers.*
- Plan professional learning opportunities for the school staff in conjunction with the Principal.*
- Collaborate with Principal to edit, revise, and update school policies, procedures and handbooks.*
- Develop Classroom management guidance and set expectations.*
- Work with Principal in overseeing the review and revision of school curriculum and selecting appropriate resources and curriculum materials.*
- Assist the Principal in maintaining positive relationships among the internal and external constituencies including civic and religious leaders.*
- Further develop and Serve on the Safety and Emergency Response Team.*
- Develop and implement strategic plans with the Principal that address recruitment, marketing, fundraising and parental involvement. Participate in Advisory and Marketing meetings as needed.*

- *Cover various supervision duties when called upon, including substitute teaching when necessary.*
- *Attend major school events and other activities assigned by the Principal.*
- *Other duties as assigned by the principal.*