


QUINCY PUBLIC SCHOOLS

Kevin W. Mulvey, Esquire
Deputy Superintendent
34 Coddington Street, Quincy, MA 02169
617.984.8766
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Richard DeCristofaro, Ed.D., Superintendent

PLEASE POST

May 28, 2019

TO: Educational Personnel
FROM: Kevin W. Mulvey 
RE: Teaching Elementary School Assistant Principal Vacancy

This confirms that there is a vacancy for a Teaching Elementary School Assistant Principal in the Quincy Public Schools.

Interested persons should send a letter of application, resume and evidence of appropriate license on or before Friday, June 28, 2019 to:

Kevin W. Mulvey
Deputy Superintendent
34 Coddington Street
Quincy, MA 02169

KWM/mp

XC: Dr. DeCristofaro
Ms. Cox, Q.E.A.

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

JOB DESCRIPTION

TITLE: **ASSISTANT PRINCIPAL-ELEMENTARY SCHOOL**

QUALIFICATIONS:

1. Massachusetts License as an Elementary School Principal/Assistant Principal or pending eligibility for licensure as an Elementary School Principal/Assistant Principal.
2. Master's Degree preferred.
3. Five (5) years in academic classroom or academic program experience is preferred; a minimum of three (3) years teaching experience is required.
4. Demonstrated leadership ability and system/site team participation.
5. Evidence of understanding of and commitment to the development and implementation of Common Core State Standards in the Elementary School.
6. Awareness of trends and issues in the Elementary School.
7. Competency in interpersonal relations.
8. Understanding, skill and commitment to participatory decision-making involving administrators, teachers, students and parents.
9. Working knowledge of Elementary School curriculum, instruction, management, supervision and organization.
10. Ability to work with the Principal and coordinate the work of others in the building and in the system.
11. Experience working with community and advisory groups.
12. Evidence of ability in oral and written expression.
13. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

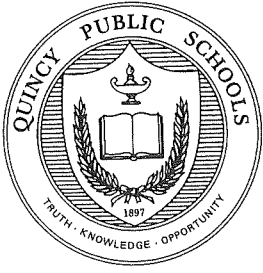
REPORTS TO: Principal

DUTIES:

1. Responsibilities may include full-time teacher or specialist duties in the assigned building.
2. The Assistant Principal is directly responsible to the Principal and assumes responsibility for those duties delegated to him/her, and any special duties assigned directly by the Office of the Superintendent.
3. The Assistant Principal will help to establish the School Improvement Plan goals and action steps for the school and make sure they are both educationally sound and administratively feasible.
4. The Assistant Principal will assist in handling responsibility for all policy decisions as dictated by the Rules and Regulations of the School Committee and directives established by the Superintendent of Schools and the Assistant Superintendent of Schools
5. The Assistant Principal will collaborate in the development of a site specific Professional Development Plan.
6. The Assistant Principal will encourage working relationships with parents, community and educational groups in order to promote a positive school culture and climate.
7. The Assistant Principal will be a member of the School Council and be involved in the decisions of the School Improvement Plan goal setting.
8. The Assistant Principal will assist in the supervision and evaluation of appropriate staff.
9. Any other duties or responsibilities as assigned by the Principal, the Assistant Superintendent or Superintendent of Schools.

TERMS OF EMPLOYMENT:

The salary, benefits and work-year for this position are according to the Collective Bargaining Agreement for Unit C of the Quincy Education Association.




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PLEASE POST

May 28, 2019

TO: Educational Personnel
FROM: Kevin W. Mulvey 
RE: Special Education Team Administrator

This confirms that there is a vacancy for a Special Education Team Administrator in the Quincy Public Schools.

Interested persons should send a letter of application, resume and evidence of appropriate license on or before Friday, June 28, 2019 to:

Kevin W. Mulvey
Deputy Superintendent
34 Coddington Street
Quincy, MA 02169

KWM/mp

XC: Dr. DeCristofaro
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JOB DESCRIPTION

SPECIAL EDUCATION TEAM ADMINISTRATOR

QUALIFICATIONS:

1. Massachusetts Department of Education license in special education or a related area is required.
2. Understanding of etiology and special programming needs of children with language and/or learning disabilities, behavioral and emotional problems, and developmental delays.
3. Knowledge of special education curricula and instructional materials in both basic skill areas and content subject areas appropriate for students with special needs.
4. Demonstrated ability to utilize behavior management interventions and strategies.
5. Demonstrated ability to work with the families of students with special needs.
6. Demonstrated ability to monitor Individual Education Plans, timelines, initial evaluations, and all paperwork required by Special Education Regulations
7. Evidence of superior organizational and administrative skills.
8. Knowledge of Massachusetts General Laws and all the Federal and State laws and regulations pertaining to Special Education.
9. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

REPORTS TO: Director of Special Education

RESPONSIBILITIES:

1. Works with the Director of Special Education and other Special Education Team Administrators in providing leadership and direction for the Department of Special Education.
2. Monitors the Team Evaluation process for students as assigned.
3. Provides overall supervision and clinically supervises teachers in assigned areas.
4. Participates in Team meetings involving students upon the invitation of the Team

Chairperson or as assigned by the Director of Special Education.

5. Serves as the Special Education liaison to community groups and agencies as appropriate.
6. Manages cases of special education students when there is a rejected Individual Education Plan.
7. Assists teachers of special education students and Chairpersons in establishing regularly scheduled meetings of parents.
8. Works with teachers of special education students in developing and implementing a relevant, sequential and individualized instructional program.
9. Prepares and oversees IEP Computer data entry of the Aspen program and related Department of Education statistics.
10. Works with the Director of Special Education and building principals to implement the integration of students into regular education programs.
11. Works with the Director of Special Education to foster a positive and cooperative relationship within the Special Education Team.
12. Performs other duties as may be assigned by the Superintendent of Schools, Assistant Superintendent, or the Director of Special Education.

SALARY:

Based upon placement on the regular salary schedule for teachers, plus the stipend for department head supervising eight teachers or more.

WORK YEAR:

Academic year (182 days) plus an additional 10 days are required at additional pro-rated compensation.