

Responsibilities

1. Assists the board in the selection and hiring of a teacher and other instructional personnel including but not limited to education technicians, tutors, and special education, guidance, and gifted-and-talented staff. Serves as a mentor to the teacher, especially in the first year. (Also refer to policy GCFA: Hiring of Instructional Staff.)
2. Serves as a resource for the Teacher, offering knowledgeable and level-headed advice when questions or problems arise concerning the students or School. Actively participates in lessons during classroom visits.
3. Observes during classrooms visits and reports on the functioning of the classroom to the School Committee.
4. Looks for ways to improve the education of the students in the Monhegan School.
5. Keeps the Board informed of modern educational thought and practices.
6. Advises the Board on the need for new and/or revised policies.
7. Visits the School at least ten times per year. Such visits should be coordinated with his/her attendance at school committee meetings.
8. Certifies the correctness of the monthly School Warrant; reviews the School Board Minutes and Monthly Financial Statement; maintains a copy of these records and a copy of the Teacher's contract.
9. Assists the Board in effectively carrying out State regulations and constitutional or statutory requirements.
10. Approves the School financial report for inclusion in the annual Monhegan Plantation Report. Prepares annual letter to the Plantation summarizing the state of the Monhegan School for inclusion in the Plantation report.
11. Reports annually, under oath, to the Commissioner of the Department of Education and Cultural Services before a date established by the Commissioner, the amount appropriated and expended on elementary and secondary education in the preceding fiscal year, the number of weeks the School was opened, the number of students registered, the average attendance, the amount received for tuition; and makes any other required reports.
12. Performs other tasks as required by law; or that may from time to time be requested by the Board, subject to the approval of the Commissioner.

Adopted: 04/19/90

Revised: 11/17/03 by J. Boegel, M. Chioffi, & J. Stevens