

Frequently Asked Questions (FAQ's)

What is the Ashford Administrative Team and What do they do?

The Ashford Administrative team is comprised of four individuals, two full time school level administrators, and one full and one part time district level administrators. Over time, roles of both school and district level administrators have changed, and are constantly evolving as a result of changes to state and federal laws, statutes and public acts. Each administrator has completed an extensive education; they have been teachers and they have been students. They must know not only curriculum and instruction, but must have an extensive knowledge of the laws of this state and the federal government. They must be well versed in civil rights, student rights, employment law, collective bargaining, finance and budget.... but most importantly, they must use their knowledge to ensure that every child receives a free and appropriate public education.

What are the responsibilities of the Principal?

The Principal holds the highest school level authority and is directly responsible for:

- Assignment and supervision of faculty and staff
- Successful delivery of effective instruction
- Oversight of professional development for administrators, faculty, and staff
- Continuity of curriculum, approval of curriculum enhancements and new programs
- Works with faculty to ensure successful high school transition
- Meets with other districts to ensure implementation of quality practices
- Develops and implements mission, vision and goals for Ashford School
- Conflict Resolution at the school level
- Authorization of school level budget/purchasing requests
- Faculty and staff observation and evaluation
- Planning and facilitation of faculty meetings
- Monitors daily operation of the school facility
- Collaborates with the PTO and community organizations
- Advocates for Ashford School to the Superintendent and the Board of Education

The Principal is the “face” of your school and is present in the school, in the community, and participates in a myriad of school-related organizations and committees. The Principal reports to and works alongside the whole administrative team to ensure that students receive not only a comprehensive and quality education, but that their needs are met so every student has a successful experience at Ashford School.

What are the duties of the Assistant Principal?

The Assistant Principal holds the second highest school level authority and assumes the role of Principal in their absence. Some of the responsibilities of the Assistant Principal are:

- Curriculum development, review and implementation
- Coordinates and creates student instructional schedules

- Guides professional development of staff as related to curriculum improvements
- Communicates with families of students who have exhibited behaviors, both positive and negative.
- Mediates student conflict resolution through restorative justice model
- Coordinates emergency drill planning for the school
- Develops and implements mission, vision and goals for Ashford School
- Faculty and staff observation and evaluation
- Participates in planning and facilitation of faculty meetings
- Oversees Smarter Balanced student testing accommodations

The Assistant Principal reports directly to the Principal and other members of the administrative team to ensure that Ashford School curriculum and delivery of instruction is successful and takes a proactive approach to our student's ability to be successful through restorative justice and positive behavior supports.

What are the responsibilities of the Director of Pupil Personnel?

The Director of Pupil Personnel is a district level position. Although the Director's office is housed in the school building and as such, this administrative role can share some commonality with school level administrators, however, the district level administrator role is also very different from that of a school level administrator. The Director

- Works collaboratively with administrators and faculty in the referral of students who are struggling academically, physically, socially or behaviorally
- Assists with interventions and monitors student progress and programming
- Follows an extensive and legally binding process to qualify or disqualify students for special accommodations or "504 plans" and to identify students as having a disability and arranging special education services or Individual Education Plans (IEP's)
- Adheres to strict state and federal guidelines, ensuring all students receive an appropriate education and that students rights of privacy are followed
- Advocates for the rights of students in our school and in other educational facilities through nexus placement
- Evaluates special education faculty and staff, evaluates interventionists in reading and mathematics
- Coordinates and negotiates agreements with outside service providers, such as occupational and physical therapists, speech and language pathologists and contractors to assist with mental health concerns for students
- Creates and monitors special education transportation arrangements and accommodations
- Facilitates special education professional development for all faculty
- Has oversight of the special education budget
- Prepares annual application for IDEA (Individuals with Disabilities Act) grant funding and monthly SBCH (medicare) reimbursement claims
- Adheres, creates and monitors the Scientific Based Research Interventions (SRBI) for the district

What is a Superintendent of Schools and why do we need to have one?

By definition, the Superintendent of Schools is the individual with final authority of all matters concerning the school and/or the district. The Superintendent is equivalent to a CEO or CFO of a corporation in the private sector. The Superintendent of Schools reports to the Ashford Board of Education and the Connecticut State Department of Education.

The Superintendent of Schools is generally responsible for everything. Duties and responsibilities of a Superintendent of Schools are:

- Works with and alongside the Board of Education ensuring that all facets of Ashford School are not only working and functional, but constantly striving for improvement
- Authors and prepares board policy with legal counsel
- Direct oversight of the Principal, Assistant Principal and the Director of Pupil Personnel, Business Manager, district support staff and transportation
- Works with the business manager to prepare the annual budget and authorize valid and necessary expenditures for successful operation of the school and district
- Oversees application of grant funding resources to the school and district
- Authors all required state and federal reports for the school and the district
- Works cooperatively with town officials
- Oversight of all collective bargaining and personnel negotiation for the Ashford Board of Education
- Participates in state and local educational organizations, boards and committees
- Advocates for and ensures that every Ashford students receive a fair, equal and comprehensive education