

TITLE: **ASSISTANT PRINCIPAL – HILLSIDE ELEMENTARY SCHOOL and TENAKILL MIDDLE SCHOOL**

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Building Principal

JOB GOAL: To assist the principal in providing school wide leadership

SUPERVISES All certified and noncertified school staff as assigned by, or in the absence of the principal.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Completes requisitions for supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of the school principal.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.

Board Approval			
Agenda Date:		Resolution No.:	

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordinating all health examinations.
4. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with school staff

1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Coordinates and supervises special programs funded by the state or federal government, and assists the business administrator in grant application, implementation, and submission of final reports.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
5. Meets on a regular basis with principal, grade and department leaders, and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
6. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

Curriculum & Instruction

1. Works with Northern Valley Curriculum Center, school principal, grade and department leaders, and teachers to implement the curriculum and instructional plan for the grade levels within the school.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs, including tutoring and remedial instruction.
3. Provides leadership in the development of the instructional program for the school's instructional program and achievement of the New Jersey Student Learning Standards and district goals and objectives.
4. Assists in the implementation of the school's professional development program for the instructional staff and assists the principal in recommending teacher attendance at conferences and participation in other professional growth activities.

Information and Resources

1. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
2. Coordinates the selection of textbooks and instructional materials for the

school's grade levels through the use of faculty committees and recommends those selected to the superintendent for adoption by the Board of Education.

Other

1. Assists the principal and superintendent in the recruitment, screening, hiring, training and assigning of instructional personnel.
2. Assumes responsibility for reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used by the school; communicates student data results to teachers and assists them in data analysis.
3. Assists in the development and coordination of the sections of the budget that pertain to school level curriculum and instruction.
4. The assistant principals may be assigned to serve as District Anti-Bullying Coordinator, District Testing Coordinator, District School Safety Specialist, District ESEA Coordinator, Affirmative Action Officer, McKinney-Vento Liaison, or any other positions mandated by the New Jersey Department of Education.
5. Performs such other duties as may be assigned by the principal or superintendent.

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of the board's policy on evaluation of certified staff. The building principal will complete the evaluation of the assistant principal, with input from the superintendent.