

SECTION      **SCHOOL ADMINISTRATION**

AREA           **PRINCIPALS**

TITLE:         **High School Assistant Principal**

QUALIFICATIONS:

1. New Jersey certification as a Principal.
2. Minimum of five years of successful teaching experience on the secondary level. (Departmental level or other supervisory experience desirable.)
3. Demonstrated leadership competency.
4. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

See District Organizational Chart, Policy 2111.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Assistant Principal shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart, Policy 2111.

JOB GOAL:

The Assistant Principal serves as a vital adjunct to the Principal in developing and maintaining an environment that is conducive to learning. As one of the key educational and administrative leaders of the school, the Assistant Principal must possess and demonstrate a wide range of successful academic, leadership and administrative competencies.

The Assistant Principal, in addition to achieving the specific tasks of that position, must assist and complement the Principal, also serve as Acting Principal in the absence of the Principal and Vice Principal.

TERMS OF EMPLOYMENT:

Twelve month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of the responsibilities identified in this position description and the other criteria listed in Policy 4118.2, Evaluation Procedures for Administrative/ Supervisory Personnel.

PERFORMANCE RESPONSIBILITIES:

A. Financial Planning/Management

1. As assigned by the Principal, prepares budgetary requests for materials, services and capital improvement.
2. Meets timelines and uses appropriate forms in the submission of budgetary needs to the building administrator.
3. Maintains liaison with the appropriate resource persons, i.e., department chairpersons, head custodian, etc., to ensure a viable budget development.
4. Monitors applicable budget orders in accordance with appropriate district procedures.

#### B. Staff Development

1. As assigned by the Principal, completes an organizational plan for the observation/evaluation of staff consistent with board policies.
2. Consults with department chairpersons and Principal on teaching proficiency of staff members observed.
3. Completes a written record of observations and conferences that states in definitive terms those observed aspects of performance.
4. Completes summative evaluations for assigned staff members with definitive statements of performance strengths and needs.
5. Conducts an in-service orientation program for new staff.

#### C. Curriculum Development and Implementation

1. Provides liaison between department chairpersons and the Principal to monitor the effectiveness of the curriculum.
2. Through the observation/evaluation process informs the department chairperson of specific strengths and weaknesses in the curricular offerings.
3. Keeps informed of current trends in the educational field by such means as reading professional literature, attending professional workshops and conferences, and participating in professional associations.
4. As assigned by the Principal, undertakes curricular study/projects to enhance the course offerings.

#### D. Building Administration and Management

1. Assists the Principal in the development of a master schedule for all classes and staff.
2. Develops a comprehensive plan to utilize the teaching and ancillary staff in key areas of building supervision. Formulates a schedule of non-teaching duty assignments to ensure the optimum use of the staff.

3. Shares responsibility with the Director of Buildings and Grounds for the supervision of the school plant and facilities. (H.S. East only.)
4. As assigned by the Principal, completes records for forwarding to the appropriate authority.
5. Coordinates the use of the school facilities among staff, student organizations, and general community groups.
6. As part of the administrative team, provides the necessary leadership in establishing appropriate procedures for the administration of viable discipline and attendance regulations in concert with state and local board dictates.
7. Coordinates and supervises all procedures relative to bus transportation for students.
8. Coordinates and supervises all school and student activities and related procedures.

E. Communications

1. As assigned by the Principal, completes all local, state and federal reports.
2. As assigned by the Principal, provides for the planning and participation in parent/guardian meetings and activities.
3. As assigned by the Principal, provides for the development of a faculty manual which clearly defines building operational procedures and specific teacher duties.
4. As assigned by the Principal, provides for the development of a compendium of rules, regulations and pertinent data in a student handbook.
5. Informs the Principal regularly about the condition of the school, especially those areas that require urgent attention.
6. Keeps the staff, parent/guardians, and students informed on vital matters pertaining to the school community.
7. Keeps appropriate central office staff well informed where applicable.

F. Other Duties

1. Performs other duties and responsibilities incidental to the office or as assigned by the Principal or designee.

Position Description approved: 09/24/85