

SECTION SCHOOL ADMINISTRATION

AREA PRINCIPALS

TITLE: Middle School Assistant Principal

QUALIFICATIONS:

1. New Jersey certification as a Principal.
2. Minimum of five years successful teaching experience.
3. Demonstrated leadership competence.
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 educational environment that is conducive to learning. The Assistant Principal must possess and demonstrate a wide range of successful leadership and administrative abilities. The Assistant Principal assists the Principal in all phases of the educational program and also serves as Acting Principal in the absence of the Principle in which case the Assistant Principal fulfills the responsibilities of the Principal.

TERMS OF EMPLOYMENT:

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

PERSONAL EVALUATION:

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

PERFORMANCE RESPONSIBILITIES:

A. Financial Planning/Management

1. As assigned by the Principal, prepares budgetary requests for materials, services, and capital improvement.
2. Assists in the preparation of budget requisitions to initiate the purchase of approved budget items.

3. Maintains liaison with the appropriate resource persons, i.e., CRS, secretaries, head custodian, etc., to ensure a viable budget development.
4. Meets timelines and uses appropriate forms in the submission of budget items to the Principal.
5. As assigned by the Principal, monitors approved budget orders for the various accounts in accordance with district procedures.

B. Staff Development

1. As assigned by the Principal, completes an organizational plan for the observation/evaluation of staff.
2. Consults with Principal on teaching proficiency of staff members observed.
3. Completes a written record of observations and conferences that state 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. Assists the Principal in conducting an in-service orientation program for new staff.

C. Curriculum Development and Implementation

1. Assists the Principal in determining building objectives reflective of district goals.
2. Informs the Principal through the observation/evaluation process of specific strengths and needs in the curricular offerings.
3. As assigned by the Principal, evaluates a specific curricular area and submits assessment to the Principal.
4. Assists district personnel in the monitoring of special programs within the school.
5. Assists the Principal in coordinating the overall student activity program.
6. Keeps informed of current trends in education.

D. Building Administration and Management

1. Assists the Principal in the development of the master schedule for all classes and staff.
2. Develops a schedule of non-teaching duty assignments to ensure optimum use of the staff.
3. Shares responsibility with the Director of Building and Grounds for the supervision of the school plant, facilities, and grounds.

4. Coordinates the use of school facilities among staff, student organizations, and general community groups.
5. Under the direction of the Principal, provides the necessary leadership in establishing appropriate procedures for the administration of appropriate discipline and attendance regulations in concert with state and local board of education policies.
6. Coordinates and supervises the daily bus transportation of students.
7. Maintains procedures relative to student attendance records, fire, air-raid drills, bus evaluation drills, supplies, equipment and furniture.
8. As assigned by the Principal, completes reports for forwarding to appropriate authorities.
9. Performs other duties as assigned by the Principal.

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 of and participation in parent/guardian meetings and activities.
3. As assigned by the Principal, provides for the development of a compendium of rules, regulations and pertinent data in a student handbook.
4. Informs the Principal regularly on the condition of the school.
5. Keeps the staff, parents/guardians, and students informed on vital matters pertaining to the school community.
6. Keeps appropriate central office staff informed where applicable.

F. Other Duties

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

Position Description approved: 09/24/85