

**SECTION SCHOOL ADMINISTRATION**

**AREA PRINCIPALS**

**TITLE INTERMEDIATE/ELEMENTARY ASSISTANT PRINCIPAL (10 MONTH)**

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

**JOB GOAL:**

The Intermediate/Elementary Assistant Principal serves as a vital adjunct to the Principal in one or more buildings in developing and maintaining an educational environment that is conducive to learning. The Intermediate/Elementary Assistant Principal must possess and demonstrate a wide range of successful leadership and administrative abilities. The Intermediate/Elementary Assistant Principal assists the Principal(s) in all phases of the educational program and also serves as Acting Principal in the absence of the Principal in which case the Intermediate/Elementary Principal fulfills the responsibilities of the Principal.

**TERMS OF EMPLOYMENT:**

Ten 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, Evaluation of Teaching Staff.

## PERFORMANCE RESPONSIBILITIES

### A. Financial Planning/Management

1. As assigned by the Principal(s), 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 appropriate resource persons to ensure a viable budget development.
4. Meets timelines and uses appropriate forms in the submission of budget items to the Principal(s).
5. As assigned by the Principal(s), monitors approved budget orders for the various accounts in accordance with district procedures.

### B. Staff Development

1. As assigned by the Principal(s) and/or Assistant Superintendent, completes an organizational plan for the observation/evaluation of staff.
2. Consults with the Principal(s), supervisors, Superintendent, and Assistant Superintendent on teaching proficiency of staff members observed.
3. Completes a written record of observations and conferences in accordance with district policies and procedures.
4. Completes summative evaluations for staff members in accordance with district policies and procedures.
5. Assists the Principal(s), supervisors, Assistant Superintendent and/or Superintendent with professional development.

### C. Curriculum Development and Implementation

1. Assists the Principal(s) and supervisors in determining building objectives reflective of district goals.
2. Informs the Principal(s) and supervisors through the observation/evaluation process of specific strengths and needs in the curricular offerings.
3. Assists district personnel in the monitoring of special programs within the school(s).
4. Assists the Principal(s) in coordinating the overall student activity program.
5. Keeps informed in current trends in education.

### D. Building Administration and Management

1. Assists the Principal(s) in the development of the master schedule for all classes and staff.
2. Assists the Principal(s) with the supervision of the school plant, facilities, and grounds.
3. Assists the Principal(s) with the coordination of use of school facilities among staff, student organizations, and general community groups.
4. Under the direction of the Principal(s), provides the necessary leadership in establishing appropriate procedures for the administration of discipline and attendance regulations in concert with state and local board of education policies.
5. Assists with the supervision of the daily bus transportation of students.
6. Assists with procedures relative to student attendance records, safety drills, bus evacuation drills, supplies, equipment and furniture.

7. Assists Administration in recruitment and selection of teaching staff.
  8. Performs other duties as assigned by the Principal(s).
- E. Communication
1. As assigned by the Principal(s), completes all local, state, and federal reports.
  2. As assigned by the Principal(s), provides for the planning of and participation in parent/guardian meetings and activities.
  3. As assigned by the Principal(s), provides for the development of a compendium of rules, regulations, and pertinent data in a student handbook.
  4. Informs the Principal(s) regularly on the condition of the school(s).
  5. Keeps the staff, parents/guardians, students and other district administrators 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(s).

Adopted 7/22/14