



SECTION 1220
CATEGORY Administration
SUB-CATEGORY Assistant Principal – 12-Month

QUALIFICATIONS:

1. New Jersey State Certification as a Principal.
2. Minimum of five years' teaching or other certificated education position experience preferred.
3. Minimum of three years' experience in an administrative/supervisory capacity preferred.
4. Exceptional writing, oral, interpersonal, and analytical skills.
5. Knowledge of applicable laws, regulations, and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The Assistant Principal reports to the Principal. He or she works in collaboration with central office administrators, supervisors, and other building administrators, as appropriate.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

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

JOB GOAL

The Assistant Principal, in accordance with Board policy and New Jersey Statute and guided by the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, and the Principal is a building leader. He or she provides vision, leadership, and administrative oversight to his or her students, staff, and greater school community, in line with the direction of the Principal.

TERMS OF EMPLOYMENT

Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION

The Assistant Principal shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Building Principal, the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, and/or the



Superintendent, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

I. Relationship with the Principal

1. Works with the Principal, keeping him or her informed on issues, strengths, and needs related to the instructional program of the building.
2. Offers professional advice to the Principal on items requiring further action with appropriate recommendations and supporting data based on thorough study and analysis.
3. Informs the Principal on the status of job- or building-specific projects or actions.
4. Supports all official decisions by the Principal on building matters, once an official decision has been reached.

II. Educational Leadership

1. Assists in the implementation of the building goals as well as the district goals, objectives, and policies, and the state's goals and requirements.
2. Creates a positive image of the school and promotes the best learning and teaching climate possible.
3. Makes recommendations to the Principal regarding professional development needs of building-level staff.
4. Assesses student progress through the utilization and interpretation of district and state test data and makes suggestions to modify the instructional program accordingly.
5. Assists the principal in all other duties related to Educational Leadership, as assigned.

III. Financial Planning/Management

1. Provides information to the Principal in preparation for the annual school-level budget.
2. Follows the budget-planning schedule as outlined by the Principal.
3. Assists the principal in all other duties related to Financial Planning/Management, as assigned.

IV. Staff Development

1. Accepts and carries out responsibilities for maintaining liaison between the Principal and building-level staff.
2. Evaluates staff using an evaluation approach that identifies specific areas of strengths and needs.
3. Recommends and plans with staff specific alternative approaches for improvement in performance, including an array of strategies consistent with effective counseling, consultation, and special instruction.
4. In cooperation with other district and building-level administrators, plans for the annual assignment of instructional personnel.
5. Works collaboratively with the Principal and Athletic Director to plan for and implement athletic schedules and facilities use by season.
6. Works collaboratively with district-wide subject area supervisors to provide a comprehensive program of curriculum development and evaluation.
7. Works collaboratively with the Principal and department supervisors to ensure students are meeting requirements for participation in various competitions, performances, and awards programs as well as graduation requirements.
8. Schedules and conducts meetings of the faculty, as assigned.
9. Assists in the interview process for building-level positions.
10. Provides instructional leadership within the school and emphasizes the K-12 coordination of



programs, as appropriate.

11. Participates in articulation between the primary, intermediate, middle, and high school programs.
12. Articulates with post-secondary institutions and businesses, as assigned.
13. Assists the principal in all other duties related to Staff Development, as assigned.

V. Building Management

1. Assists with a maintenance schedule of building equipment and alerts the Principal of needed repairs.
2. Assists with the development and implementation of school safety plans for the school.
3. Ensures guidelines are followed for school trips and other functions off school grounds.
4. Assists in the management of summer programs.
5. Assists in the design and implementation the master schedule for all courses and staff.
6. Attends special events held to recognize student achievement, and school-sponsored activities, functions, and athletic events.
7. Attends school activities and special events outside of the school day.
8. Supervises custodial staff, secretarial staff, teacher assistants, and parents/community volunteers, as assigned.
9. Assists the principal in all other duties related to Building Management, as assigned.

VI. Communication

1. Maintains contact with students, parents, and staff members.
2. Organizes and attends meetings at the department, school, and district levels, as assigned.
3. Works closely with department administrators and guidance department staff regarding student scheduling problems, changes, and student progress.
4. Communicates with students and parents during the summer months regarding specific needs in preparation for the school year.
5. Assists in the dissemination and monitoring of goals (Strategic, Board, District, Building, and Department).
6. Communicates administrative directives to building staff.
7. Compiles reports, data, and information, as assigned.
8. Communicates building concerns to the Principal.
9. Assists the principal in all other duties related to Communication, as assigned.

VII. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2018 December 18