

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Assistant Principal

II. PRIMARY FUNCTION

The assistant principal assists the principal in providing leadership for the total educational program at the school.

III. REPORTS TO

Principal

IV. SUPERVISES

Staff and students

VI. QUALIFICATIONS

- Holds or is eligible for a New Jersey Principal Certificate
- Minimum of five (5) years of successful experience teaching
- Demonstrated leadership skills in the areas of curriculum development and school improvement
- Experience as a department head, supervisor, and/or administrator preferred
- Strong interpersonal and communication skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school
- Serves as building administrator in the absence of the principal
- Assists in the conducting of safety inspections and safety drill inspection activities
- Assists the principal in coordinating transportation, cafeteria and other support services
- Supervises the reporting and monitoring of student attendance, and works with the attendance officer for investigative follow up actions
- Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process
- Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration
- Performs such record keeping functions as the principal may direct
- Supervises teachers and department as assigned by the principal
- Assist in the development of the master teaching schedule and classroom assignments
- Assists in establishing and maintaining an effective learning climate in the school
- Assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs
- Assists in the planning, organizing and supervision of all curricular and extracurricular activities
- Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate
- Assumes responsibility for continued professional growth and development by attendance at professional meetings, memberships in professional organizations and by reading professional journals and other publications

- Attends special events to recognize student achievement and other school sponsored activities and functions
- Performs other duties which may be assigned or required by law, code, regulation/board policy
- Performs such other duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

In accordance with the provisions of the EPSA/BOE contract

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Job Description/Section II ASSISTANT PRINCIPAL

APPROVED: November 22, 2010