

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development, student achievement, and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: CSA/Principal

SUPERVISES: All certified and noncertified staff assigned to the school

JOB GOAL: To assist the CSA/Principal in providing leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of all students.

PERFORMANCE RESPONSIBILITIES:

1. Assist the CSA/Principal in the management of the school in accordance with administrative code, law, and board policies and regulations.
2. Serves as building administrator in the absence of the CSA/Principal.
3. Exercises leadership in school-level planning for improvement of instruction.
4. Establishes and maintains an effective learning climate in the school.
5. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
6. Participates in the development, evaluation and revision of curriculum and assists in the implementation of approved

programs.

7. Plans, organizes and supervises all curricular and extracurricular activities.
8. Supervises and evaluates the performance of all school employees and assists them in achievement of their goals and objectives.
9. Conducts periodic observations of teaching staff members; prepares written comments and offers constructive suggestions for improvement when appropriate.
10. Assists the CSA/Principal in preparing the school budget.
11. Assists in the establishment and maintenance of an efficient office system to support the administrative functions of the school.
12. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
13. Assists in the development of the master teaching schedule and classroom assignments for approval by the CSA/Principal.
14. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
15. Notifies immediately the parent or guardian and the CSA/Principal to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
16. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
17. Assists in the planning and supervision of fire and other emergency drills as required by law and board policy.
18. Assists in the planning and coordination of staff meetings as necessary for the proper functioning of the school.
19. Plans and supervises regularly scheduled parent/teacher conferences and makes arrangements for special conferences as necessary.
20. Keeps the CSA/Principal informed of school activities and needs

and works cooperatively with central office staff on matters relating to the school and district.

21. Assumes responsibility for his/her continuing professional growth and development by attending professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
22. Assists in the development and maintenance of a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
23. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
24. Ensures the proper collection, safekeeping, and accounting of school activity funds.
25. Prepares a General Bulletin or Staff Manual, which shall contain the general administrative rules and regulations of the high school. This bulletin shall be reviewed by the CSA/Principal and approved annually by the Board of Education.
26. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
27. Shall be responsible for the preparation, revision and distribution of the Student Handbook.
28. At the request of the CSA/Principal, will attend Board of Education meetings to give the state of the school report.
29. Performs other duties which may be assigned by the CSA/Principal or required by law, code, regulation/board policy.

TERMS OF
EMPLOYMENT:

Twelve month position. Salary to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: _____ DATE: _____

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 13:1F.-19 et. seq.</u>	School integrated pest management
<u>N.J.S.A. 18A:6-1</u>	Corporal punishment of students
<u>N.J.S.A. 1SA:6-7.1</u>	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 1SA:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 1SA:17-46</u>	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A. 1SA:25-2</u>	Authority over students
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:25-5</u>	Annual report; filing and penalty for failure to file
<u>N.J.S.A. 18A:25-6</u>	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required
<u>N.J.S.A. 18A:26-10</u>	Suspension of certificate for wrongful cessation of performance of duties
<u>N.L.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:37</u>	Discipline of students
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:41-4 et seq.</u>	Fire drills and fire protection
<u>N.J.S.A. 18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.S.A. 6A:7</u>	Managing for equality and equity in education
See particularly: <u>N.J.A.C. 6A:7-1.6</u>	Professional Development
<u>N.J.A.C. 6A:8</u>	Standards and assessment
See particularly: <u>N.J.A.C. 6A:8-3.1</u>	Implementation of the Core Curriculum Standards
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly: <u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization

<u>N.J.A.C. 6A:9-12.5</u>	Principal
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23</u>	Finance and business services
<u>*N.J.A.C. 6A:24</u>	Urban education reform in the Abbott districts

See particularly:

<u>N.J.A.C. 6A:24-1.4</u>	Responsibilities of local (Abbott) districts
<u>N.J.A.C. 6A:24-2.1 et. seq.</u>	Establishment of school management teams
<u>N.J.A.C. 6A:24-4.1 et. seq.</u>	Implementation of whole school reform model
<u>N.J.A.C. 6A:24-4.4</u>	School-based budgets
<u>N.J.A.C. 6A:24-5</u>	Supplemental programs and services
<u>N.J.A.C. 6A:24-6</u>	Implementation of required programs in secondary schools
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:28-3</u>	Filing of disclosure statements
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32</u>	School district operations
<u>See particularly:</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-5.1</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-6</u>	Student records
<u>N.J.A.C. 6A:32-7</u>	School-level planning
<u>N.J.A.C. 6A:32-12.2</u>	Student behavior
<u>N.J.A.C. 6A:32-13</u>	Adoption by reference
<u>N.J.A.C. 12:100-4.2</u>	

*Applies to Abbott districts only

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P1. 107-110, 20 U.S.C.A. 6301 et. seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450