

RANDOLPH TOWNSHIP



PUBLIC SCHOOLS

25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869
(973) 361-0808 (PHONE) (973) 361-2405 (FAX)

TITLE: Vice-Principal
REPORTS TO: Principal/Superintendent

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum of 5 years teaching or counseling experience
3. Demonstrated leadership capability on the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

To assist the Principal in providing school wide leadership.

ESSENTIAL JOB FUNCTIONS:

School Leadership

1. Assists the principal in duties related instruction, supervision, evaluation and the overall Administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Assists the principal in developing the budget for the operational needs of the school.
4. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
5. Assists in the conducting of safety inspections and safety drill practice activities.
6. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
7. Greets and interacts with students, parents and visitors.
8. Provides educational leadership by assisting in the formulation of goals, plans and policies that support the school climate.
9. Collaborates and supports instructional staff, building administration and students as needed to implement and integrate school programs, operations, student services and curriculum to promote student achievement.

Student Discipline, Supervision of Students

1. Assists in maintaining high standards of student conduct and enforcing code of conduct and discipline policies.
2. Assists in supervision during lunch hours in their respective building(s).
3. Provides guidance to individual students, resolves individual behavioral problems.
4. Initiates parent contact when disciplinary action is involved.

Record Keeping, Reporting and Scheduling

1. Collaborates with the principal to supervise the reporting and monitoring of student attendance, and works with the principal and supervisors for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Manages room utilization.

4. Supervises daily announcements and/or daily bulletin activities.
5. Coordinates substitute teacher orientation, coverage, and assignment on an as needed basis in their respective building(s).
6. Assists in the development of the master schedule.

Interaction with School Staff

1. Supervises and evaluates all school employees as assigned.
2. Supervises co-curricular clubs, extra-curricular programs, assembly programs and assigns faculty members to assist at school functions in their respective buildings.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Supports and participates in school based Professional Learning Communities.
5. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may results in a more effective school administration.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Performs such other tasks and assume such other responsibilities as assigned by the principal/superintendent.

WORK YEAR: Eleven or Twelve-month employee
DATE APPROVED: June 18, 2019
APPROVED BY: Board of Education