

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title: Secondary Programs Principal

Qualifications: New Jersey Principal Certification required

Master's Degree or higher in Educational Leadership required

Minimum of 5 years of prior administrative experience required

Administrative experience at the secondary level preferred

Experience teaching or overseeing world language, English as a Second Language and/or American Sign Language preferred

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To: Overall Program: Superintendent

Curriculum/Academics: District Director of PK-12 Educational Programs

Job Goals: The Secondary Programs Principal supports management and supervision of HS special programs; supports development of schedules and course selection guides; liaison to the community for work based learning and Parent Advisory Committee has curriculum and has curricular responsibilities in the areas of World Language, English as a Second Language and American Sign Language.

**Performance
Responsibilities:**

1. Acts as a liaison between the community's local businesses and school district to form partnerships for offering Work-Based Learning opportunities to students.
2. Works with Guidance Counselors to promote Work-Based Learning and/or Vocational opportunities supporting students interested.
3. Assumes the lead administrator role for district efforts to implement a junior ROTC program in the district.
4. Supports management and supervision of the HS Pathways-STEM, BMAP, GLP3 as well as the Early College Academy with Brookdale Community College.
5. Manages and supervises dual-enrollment course offerings and CTE courses. Seeks to explore new opportunities for educational pathways/programs.

6. Coordinates district's effort in acquisition of the Sustainable Jersey Digital School Grant.
7. Seeks out grant opportunities outside of state and federally funded allocations. Writes grant applications and serves as the district liaison for such potential grants.
8. Oversees the World Language Department K-12 and the Seal of Biliteracy Program.
9. Coordinates the American Sign Language Courses with Proximity Learning (online provider) at High School North and South.
10. Supports elementary and middle school principals in the structuring and scheduling of Before/After School Learning Academies.
11. Supports district test coordination for all standardized assessments (NJSLA, NJGPA, ACCESS, AP, etc.). Works with the District Director of Assessment, Evaluation and Special Projects to coordinate assessments.
12. Supports high school and middle school principals in the development of the master schedules.
13. Oversees the development of the high school and middle school course selection guides.
14. Chairperson of the High School Schedule Redesign Committee.
15. Assumes responsibility in the area of classroom visitation, observation and evaluation for assigned professional personnel.
16. Serves as the administrative liaison on the Parent Advisory Committee for federally funded ESEA programs.
17. Conducts site visits of mentor-novice pairings and clinical residents and cooperating teachers throughout the school year.
18. Performs other duties as assigned by the District Directors.

**Terms of
Employment:**

Twelve-month year
Salary and fringe benefits to be determined by the Board

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of administrative personnel

Approved By:

Board of Education

Date: