

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****ASSISTANT PRINCIPAL****JOB GOAL**

To assist the Principal in providing school-wide leadership.

**SUPERVISES**

All certified and noncertified school staff as assigned by the Principal.

**QUALIFICATIONS**

1. Valid New Jersey Principal Certificate or eligibility.
2. Minimum experience as determined by the Board of Education.
3. Leadership, organization, instructional and management skills in the area of curriculum and staff development.
4. Understanding of the evaluation process.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Assists the Principal in duties related to instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the Principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material as required.
4. Assists in conducting safety inspections and safety drills.
5. Assists the Principal in, coordinating custodial, cafeteria and other support services.
6. Supervises the reporting and monitoring of student attendance and initiates follow-up actions or investigations.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports for violence, vandalism, substance abuse, and firearms possession.
8. Makes recommendations to the Principal for changes in policies and practices that may result in a more effective school administration.
9. Performs such record-keeping functions as the Principal may direct.
10. Supervises teachers and departments as assigned by the Principal or Superintendent and makes recommendations about retention and dismissal of staff.
11. Provides leadership and works with staff in curriculum development initiatives.
12. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
13. Assists in the coordination and supervision of special programs funded by the state or federal government.
14. Assists in the planning and supervision of activities to promote student and employee health and safety.

15. Conducts parent conferences relating to all aspects of student behavior and student performance.
16. Conducts staff conferences related to all supervisory responsibilities where applicable.
17. Assists the Principal with the following activities if/when requested:
  - a) recruitment and selection of staff
  - b) participation in community and organizational programs
  - c) budget development
  - d) in-service training programs
  - e) grant development and implementation
  - f) articulation with sending district schools
18. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
19. Perform other related duties as assigned by the Superintendent or his/her designee.

### **ESSENTIAL SKILLS/ABILITIES**

1. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
2. Ability to maintain and analyze department budget.
3. Attention to detail with a focus on thoroughness and quality.
4. High integrity and ethical standards.
5. Knowledge of computer and software programs.
6. Regular attendance.
7. Prolonged periods sitting at a desk and working on a computer.
8. Ability to attend and preside over lectures and meetings.
9. Ability to traverse school facilities and grounds.

### **REPORTS TO**

Principal/Superintendent.

### **TERMS OF EMPLOYMENT**

Salary and work year to be determined by the Board of Education.

### **EVALUATION**

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

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **October 11, 2007**  
 AMENDED: **February 12, 2009**  
 AMENDED: **June 25, 2020**  
 AMENDED: **April 27, 2023**