

**Union County Educational Services Commission**  
**Job Description**

**Job Title:** Vice Principal

**Reports To:** Principal

**Terms of Employment:** Full-Time, 12-Months

**Scope of Position:**

Assist the principal in managing school operations and providing leadership and supervision in administering the educational program of the school in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law.

**Qualifications:**

1. Earned a master's degree in special education, curriculum and instruction, school leadership, or another educationally relevant field of study from an accredited college or university.
2. Provisional or Standard Principal or School Administrator Certificate issued by the New Jersey Department of Education.
3. Minimum of three to five years of effective ratings as a school administrator.
4. Extensive knowledge of special education, curriculum and instruction, school management, and current innovative educational systems.
5. Highly effective communication (oral & written), organizational, and interpersonal skills needed to train, motivate, and support teaching staff members.

**Responsibilities:**

1. Assume primary responsibility for the direction and supervision of the school by performing a variety of administrative duties to assist the principal in managing the school and assume the principal's duties in their absence.
2. Assist the principal in crisis intervention and threat assessments.
3. Collaborate with the principal and certified staff to provide leadership in the development, implementation, and evaluation of the school's curriculum, instructional pedagogy, and assessments to student IEPs and the New Jersey Core Curriculum Content Standards.
4. Make recommendations to the principal for changes in policies, personnel practices, and other such matters that may result in more effective systems.
5. Assist with the creation, implementation, and evaluation of PLC goals, school objectives, and strategic planning goals.

6. Assist with the development and administration of behavioral strategies and procedures in accordance with district policy. Participate in the training and evaluation of staff members involved in planning and implementing behavioral interventions.
7. Develop and implement workshops, demonstrations, and other professional development opportunities to support staff growth and development in the areas of curriculum and instruction, behavior, and mental health.
8. Assist the principal, ScIP committee, and school climate committee in running weekly MTSS meetings where students with unmet needs are discussed. Work with the committee to create Tier 1 services based on the needs of the majority of the student population and assist in the planning and delivery of Tier 2 and 3 interventions.
9. Conduct informal and formal classroom observations to provide teachers with constructive feedback and ensure effective implementation of the curriculum.
10. Support and organize student participation in local and statewide assessments by working with teachers to prepare for assessments and utilize results post-administration.
11. Assure adherence to all published school policies, including those regarding employees' attendance, confidentiality of records, supervision of students, and student attendance.
12. Ensure all goals, mandated programs, and grants are administered in compliance with law, code, and regulations.
13. Participate and assist the principal in leading classroom walkthroughs, staff evaluation, and staff goal setting.
14. Assist in preparing all monthly and annual reports required by the district, county, and state Departments of Education.
15. Participate in screening and make final decisions regarding the admission of potential students.
16. Screen, conduct interviews, and recommend candidates to the superintendent for open positions.
17. Conduct staff, parent, child study team, and other meetings as required.
18. Assist the principal in the planning and implementation of all drills according to regulations and board policy.
19. Meet regularly with individual teachers to share content knowledge and resources; develop lesson plans and assessments, and provide feedback needed to support highly effective instructional practices.
20. Remain abreast of current research, programs and practices in curriculum and instruction, special education, and other related fields through professional memberships, workshop attendance, committee participation and through independent review of educational journals and publications.
21. Prepare and maintain various district, county, state, and federal records and reports.
22. Assist the principal with monitoring the school budget, tracking and ordering supplies, and managing other accounts in collaboration with the district business office.
23. Assist in the planning and supervision of activities to promote and ensure pupil and employee health and safety.
24. Perform all other related duties and responsibilities within the scope of employment as assigned by the Principal and/or Superintendent.