

PROFESSIONAL STAFF POSITION

TITLE: Vice 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 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: Principal

SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of, the principal.

JOB GOAL: To assist the principal in providing school-wide leadership

PERFORMANCE

RESPONSIBILITIES:

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. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.

8. Makes recommendations to the principal for changes in policies, personnel practices and other such matters 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 including classroom observations and evaluations.
11. Assists in supervision of the cafeteria during lunch hours.
12. Assists in scheduling and coordinating all health examinations.
13. Supervises extracurricular programs, assembly programs, athletics and assignment of faculty members to assist at school functions.
14. Assists in the coordination and supervision of special programs funded by the state or federal government.
15. Assists in the master scheduling process, locker assignments, class trips and other special events, as needed.
16. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
17. Oversees after school performances and events, when assigned.
18. Participates In the planning and delivery of intervention an referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
19. Performs such other duties as may be assigned by the principal or superintendent.

**TERMS OF
EMPLOYMENT:**

Ten months. 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.