



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Principal/Supervisor of Guidance

(Approved: 4/27/17)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Teaching or School Counseling Certificate;
3. New Jersey Principal Certificate – N.J.S.A. 26-2;
N.J.A.C. 6:11-10.8;
4. A minimum of three years teaching/school counselor experience;
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Scope of Responsibility:

Supervises all certified and non-certified school staff as assigned by, or in the absence of, the Principal, assists the Principal in providing school-wide leadership and provides leadership in the development, implementation and coordination of the District's curriculum. In addition, is assigned a portion of the student-body to maintain safety and security and the high standards of student conduct consistent with Board Policies.

Reports to:

Principal

Assistant Principal Performance Responsibilities: To assist the Principal in the supervision and coordination of the Educational Program for assigned grades, and more specifically, to handle routine discipline and attendance referrals and to coordinate the Student Activities Program of the school.

- Develop, recommend, implement and communicate managerial practices, regulations and procedures for all school discipline, attendance, and student activities.
- Direct, administer and evaluate all student activities program (Student government, clubs, classes, drama, and music activities, school publications, and assemblies) for assigned grades and provide financial oversight.
- Attend and supervise evening and weekend school activities as assigned by the Principal.
- Assist in the orientation, assignment, supervision, and observation of all certificated, non-certificated and substitute staff.
- Assist in the development of faculty, staff and student schedules.
- Act as liaison with community groups, as assigned by the Principal, and the community at large to foster and maintain cordial relations.
- Keep apprised of activities and trends in secondary education through attendance at meetings, workshops, clinics, and membership in professional associations.

Supervisor of Guidance Performance Responsibilities: To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevents or interferes with student learning.

- Provide leadership in the development of pupil services programs and coordinate and supervise related activities. Evaluate existing programs and makes recommendations for improvements.
- Assume responsibility for the assignment, supervision and evaluation of all certified and non-certified student services staff.



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- Recommend policies and programs essential to the assigned areas including all policies regarding student services.
 - Supervise and coordinates home instruction for homebound or hospitalized pupils.
 - Develop, based upon student course selections, and in consultation with the Principals, the master schedules.
 - Assume responsibility for compliance with regulations regarding school health programs. Plans, develops and coordinates the District's system of health services.
 - Initiate, facilitate and maintain a liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
 - Interpret the objectives of the pupil services program to parents, students, staff and the community.
 - Participate in the development and implementation of professional development for pupil services programs.
 - Prepare and administers the departmental budgets.
 - Assume responsibility for the preparation and timely submission of all required reports.
 - Evaluate assigned personnel in accordance with law, code and Board policy.
 - Prepare the ASSA report and other reports.
 - Prepare state and district reports as they relate to Pupil Personnel Services
 - Assume responsibility for the maintenance of software programs related to Pupil Personnel Services.
 - Act as Homeless liaison and 504 Coordinator.
 - Perform other related duties as may be assigned by the Superintendent or Principals.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Assistant Principal
Pay Grade/Compensation Structure:	G06
Evaluation:	In accordance with Board policy