



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Assistant Principal – High School

(Approved 12/17/2012, Rev. 04/28/2016)

### Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Teaching 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 experience;
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Reports To:

High School Principal

### Job Goal:

To assist the Principal in the supervision and coordination of the Educational Program for grades 9-12, and more specifically, to handle routine discipline and attendance referrals and to coordinate the Student Activities Program of the school.

### Performance Responsibilities:

1. In collaboration with the Chief Academic Officer and the Department of Curriculum, Instruction and Program, supervise the classroom activities of all members of his/her assigned departments for the purpose of improving instruction, implementing standards, and increasing student achievement.
2. In collaboration with the Chief Academic Officer and the Department of Curriculum, Instruction and Program, coordinate all activities with respect to improving instruction and program development with assistance from Department Chairperson.
3. Develop and recommend to the Principal, regulations and procedures for all school discipline, attendance, and student activities.
4. Implement student discipline and attendance, procedure and policies.
5. Attend and supervise evening and weekend school activities as assigned by the Principal.
6. Submit a monthly report to the Principal which summarizes the accomplishments of the previous month including a statistical report of discipline cases and indicates future plans.
7. Submit annually a statistical report on the discipline cases handled for the year in a form designed in consultation with the Principal.
8. Direct and administer the student activities program (Student government, clubs, classes, drama, and music activities, school publications, and assemblies) for grades 9-12.
9. Assist in preparation of reports for the Superintendent's Office as assigned by the Principal.
10. Conduct employee interviews as assigned by the Principal.
11. Assist the Principal in overseeing the daily check-in of teachers and give substitute teachers the necessary instruction for the day.
12. Assist in the supervision and observation of instructional staff.
13. Assist in the orientation on instructional staff.
14. Assist in scheduling of teachers and making teacher assignments.
15. Arrange all student activity programs for grades 9-12 and make requisite arrangements for each scheduled event, as well as postponement and rescheduling, when required.
16. Supervise the student driving procedures to and from school for seniors.
17. Assist in the reporting and accounting of student attendance and handle cases involving cutting and excessive absence or tardiness.



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18. Prepare and update the student handbook for grades 9-12.
19. Assist in the student activities financial operation.
20. Review all student activity contracts.
21. Serve as representative for the Principal with community groups as required.
22. Assist in receiving visitors to the school.
23. Act as liaison with community groups, as assigned by the Principal, and the community at large to foster and maintain cordial relations.
24. Keep apprised of activities and trends in secondary education through attendance at meetings, workshops, clinics, and membership in professional associations.
25. Perform all other tasks assigned by the Principal.
26. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July1 to June 30
Job Family	Assistant Principal
Pay Grade/Compensation Structure:	G06
Evaluation:	In accordance with Board policy
Job Code:	0202