



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Assistant Principal – Middle School

(Rev. 12/17/12, 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:

Middle School Principal

### Job Goal:

To assist the Principal in the supervision and coordination of the Educational Program for grades 7-8, and more specifically, to handle routine discipline and attendance referrals and to assist in the coordination of all team-related activities.

### 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. Act as the Administrator in Charge if the Principal is not in the building.
5. Assist in the supervision of the instructional teams for the purpose of improvement.
6. Implement student discipline and attendance, procedure and policies.
7. 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.
8. Submit annually a statistical report on the discipline cases handled for the year in a form designed in consultation with the Principal.
9. Supervise and direct the 7th and 8th grade student activities program (Student government, clubs, classes, drama, and music activities, school publications, and assemblies).
10. Conduct employee interviews as assigned by the Principal.
11. Orient, advise, and assist newly employed or substitute teachers.
12. Assist the Principal in overseeing the daily check-in of teachers and give substitute teachers the necessary instruction for the day.
13. Assist in the supervision and observation of instructional staff.
14. Assist in the orientation of new students.
15. Assist in scheduling of teachers and making teacher assignments.
16. Assist in the reporting and accounting of student attendance and handle cases involving cutting and excessive absence or tardiness.
17. Prepare and update the student handbook for grades 7-8.



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18. Act as liaison and school representative to parent and community groups, as assigned by the Principal, foster and maintain cordial relations.
19. Keep apprised of activities and trends in middle level education through attendance at meetings, workshops, clinics and membership in professional associations.
20. Assist the Principal, when called upon to do so, in the development of policies and regulations for staff and students. Hold prime responsibility for the development of the student handbook for grades 7-8.
21. Enforce district policies, administrative regulations and school rules.
22. Acquaint staff, students and parents with the philosophy and objectives of the Board of Education and the middle school.
23. Assist the Principal in developing and directing a school-community relations program and in preparing information to be disseminated to the public.
24. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
25. Assist Principal with administrative coverage for evening and weekend activities at school.
26. Perform all other tasks assigned by the Principal.
27. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Assistant Principal
Pay Grade/Compensation Structure:	G06
Evaluation:	In accordance with Board policy
Job Code:	0222