

Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Assistant Principal
Reports to:	Principal
Supervises:	All certified and non-certified staff assigned to the school.
Job Goal:	To assist the principal in providing leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

Qualifications:

- Valid New Jersey Principal Certificate or Certificate of Eligibility
- Successful teaching experience at the elementary and/or middle school level
- Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement
- Strong interpersonal and communication skills

Performance Responsibilities:

A. Instructional Leadership – Assists the principal as follows:

- Serves as principal in the absence of the principal.
- Exercises leadership in school-level planning for improvement of instruction as described in Achieve NJ including the development of the socio-emotional needs of learner and educator;
- Establishes and maintains an effective learning environment in the school that is developmentally appropriate;
- Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program;
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs;
- Plans, organizes, and supervises all curricular and extracurricular activities;
- Makes programmatic or instructional decisions based on data analysis;
- Reviews teacher lesson plans and provides written feedback;

- Assists district test coordinator for all state testing;
- Works collaboratively with the Supervisor of Special Services to oversee/schedule student teaching placements.
- Provides for curriculum articulation among grades in the school.

B. Student Services – Assists the principal as follows:

- Ensures the safekeeping of student files and other confidential records and documents and the destruction of public records in accordance with law and regulations;
- Maintains high standards and developmentally appropriate student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process;
- Notifies immediately the parent or guardian and the principal to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids;
- Reports incidents of violence, vandalism, and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code;
- Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment;
- Participates in the planning and delivery of intervention and referral services for students who are having difficulty in their classes and who have not been classified in need of special education;
- Implements and monitors an integrative program of positive character traits development in conjunction with a positive program of self-esteem with conduct, safety, and discipline of students;
- Is actively involved in and assumes a major role for the attendance, conduct, safety, and discipline of students;
- Provides an avenue for students to have a voice in the school.
- Oversees the coordinators of the student government to provides an avenue for students to have a voice in the school.
- Oversees the coordinators of Students Advancing Kindness in Education (S.A.K.E.)
- Oversees the coordinators of the Safety Patrol.

C. School Community Relations – Assists the principal as follows:

- Plans and supervises regularly scheduled parent/teacher conferences and makes arrangements for special conferences as necessary.
- Acts as a liaison between the school, home, and community; interprets policies, programs and activities and encourages broad community participation in the affairs of the school.

- Communicates information to parents and the community that is required by law or administrative code.
- Plans and attends special events held to recognize student achievement and other community sponsored activities and functions.
- Fosters and engages in open dialogue to parent stakeholders' groups to serve the educational needs of the school community.

D. Personnel Administration – Assists the principal as follows:

- Supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
- Conducts observations of teaching staff members, aides, and administrative support staff and prepares written comments and offers constructive suggestion for improvement when appropriate.
- Plans and encourages an ongoing program of staff in-service and keeps staff apprised of workshops and meetings as they relate to overall staff development.

E. Planning – Assists the principal as follows:

- Assists in the development of the master teaching schedule.
- Develops and maintains a master schedule for the academic, extracurricular programs;
- Assists in the preparation of school opening including school calendar, staff handbook, and parent handbook;
- Plans and supervises fire and other emergency drills as required by law and board policy.
- Prepares or supervises the preparation of reports, records and other paperwork required or appropriate to the school's administration.
- Plans and conducts staff meetings, as necessary, for the proper functioning of the school.
- Works cooperatively with the business administrator to schedule community use of the school building and grounds.
- Assists in the coordination of all aspects of student transportation programs.
- Develops and oversees the lunch/recess aide schedule.
- Develops and oversees the duty schedule.

F. Financial Management – Assists the principal as follows:

- Assists in the preparation of the school's budget requests and monitors the expenditure of funds.
- Establishes and maintains an efficient office system to support the administrative functions of the school.
- Assists with the proper collection, safekeeping, and accounting of school activity funds.

G. Harassment, Intimidation, and Bullying – Assists the principal as follows:

- Develops and implements a process for discussing the district's HIB policy with students: N.J.S.A. 18A:37-17(b).
- Coordinates and implements training on the distribution of the HIB policy and procedures for reporting of HIB for BOE members, school employees, contracted services personnel, students, administration, and school volunteers.
- Establishes, implements, documents and assesses HIB prevention programs in consultation with school staff, students, administration, volunteers, parents, law enforcement and community members.
- Collaborates with anti-bullying specialists.
- Provides data, in collaboration with the superintendent, to the NJDOE regarding HIB of students.
- Executes such other duties related to school HIB as requested by the principal.
- Meets at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district.

H. Other Responsibilities – Assists the principal as follows:

- Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
- Keeps the principal informed of school activities and needs and works cooperatively with the principal on matters relating to the school and district.
- Performs other duties which may be assigned or required by law, code, regulation/board policy and as are directed by the principal or superintendent.

Terms of Employment: 12 months. Salary determined by the Board of Education at the recommendation of the Superintendent and in line with Board Policy. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

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.

Approved: October 19, 2022