

## **WALL TOWNSHIP PUBLIC SCHOOLS**

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**TITLE:** **TEACHER-IN-CHARGE (Elementary)**

**REPORTS TO:** Building Principal

**QUALIFICATIONS:**

1. Principal or Supervisor Certificate
2. Elementary School Teacher Certificate

**JOB GOAL:** Act as building principal during the temporary absence of the principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the safety and welfare of students during the absence of the principal.
  - a. In the event the principal is present at school but not immediately available, the Teacher in Charge will immediately respond to emergency situations at lunch and recess.
2. Assumes responsibility for the administration of the building during the absence of the principal.
  - a. Maintains hours of 8:00 AM – 4:00 PM or later if students are present in the building.
  - b. Attends evening events in the absence of the principal (ex. PTG/PTA/H&S meeting).
  - c. Maintains an open line of communication, as needed, with district Central Office administrators.
3. Performs all other duties as requested by the Superintendent/Principal.
  - a. Assists with the preparation and collection of New Jersey ASK materials.
  - b. Assists with the preparation of evening presentations (ex. Literacy Night).
  - c. Assists with the end of the year closure procedures of classrooms.

**APPROVED:** August 3, 2004

**REVISED:** September 11, 2012