# MIDDLE SCHOOL VICE-PRINCIPAL – 10.5 MONTHS

**(Job Description)**

**Qualifications:**

- NJ School Principal Endorsement
- NJ Instructional Endorsement
- Minimum of five (5) years classroom teaching experience and/or administrative experience
- Demonstrated organizational, communication and interpersonal skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Primary Function:**

The Vice Principal functions under the direction of the Principal as part of the leadership team of the building. The Vice Principal works closely with staff to ensure effective articulation and implementation of curriculum, student services, and the total school program. The Principal is responsible for annually advising the Vice Principal of the special areas for administration and supervision as determined by building needs.

**Direct Report:**
Middle School Principal

**Major Duties and Responsibilities:**

**<u>Building Management</u>**

- Support the philosophy, goals, and objectives for the district, its schools, and its departments.
- Assists the principal in the coordination and oversight of instruction, supervision, and the overall administration of the school.
- Prepare state and district reports as assigned by the Principal.
- Participate on committees, including, but not limited to: Intervention and Referral Services, CORE Team and follow-up on activities as requested by the Principal.
- Collaborates with the Principal in the administration of the building security program.
- Collaborates with the Principal and assigned staff in the development of the school's budget and monitors the expenditure of funds.
- Collaborates with the Principal in the development of the Program of Studies.
- Collaborates with the Principal in teacher assignments, grouping, time patterns, etc.
- Collaborates with the Principal in the preparation of the student and faculty handbooks.

- Collaborates with the Principal in the development and administration of the school calendar.
- Share responsibility with Principal for attending Home School Association meetings, programs and other school-related events.
- Share responsibility with the Principal in developing and implementing programs, including Back-to-School Night, parent-teacher conferences, etc.
- Assist in scheduling staff supervisory assignments.
- Addresses student issues in matters of discipline, and enforces the code of conduct and attendance policy.
- Share in supervision of extra-curricular events and activities.
- Coordinate and/or assist with cafeteria, library, and study hall supervision.
- Assist in administration of use of building and grounds for athletic and non-athletic events.

**Personnel Management**

- Assist the Principal in the selection and orientation of instructional, educational services and clerical.
- Supervise and evaluate instructional, educational services and clerical staff as assigned by the Principal.
- Coordinate in the placement of per-diem substitute teachers.

**Curriculum and Instruction**

- Attend Board of Education meetings when assigned.
- Join professional associations and participate in meetings, workshops, and conferences to keep apprised of activities and trends in secondary education.
- Collaborates with school and district administrators to plan and implement in-service training program/workshops for teachers.
- Plans and implements parent education programs related to curriculum and instruction.
- Acts in place of the Principal during the Principal's absence.
- Collaborates with the Principal in preparation, development and supervision of final examination schedule.
- Collaborates with Special Education Department in arranging tutoring for students on home instruction.
- Performs other such duties as assigned by the Principal.

**Terms of Employment:**

10.5 month position in accordance with the Agreement between the Board of Education and the Tenafly Administrators and Supervisors Association.

**Evaluation:**

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

**Board Approved:** June 17, 2019, **Revised:** February 12, 2024