

I. TITLE:
District-Wide Assistant Principal

II. QUALIFICATIONS:

1. Possesses a valid New Jersey Principal Certification
2. Master's Degree in an appropriate area of concentration
3. Minimum of five (5) years of successful teaching experience
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident status

III. REPORTS TO:
Superintendent

IV. SUPERVISES:
All certified and noncertified school staff as assigned by, or in the absence of the principal.

V. JOB GOAL:
To assist the principal in providing school-wide leadership so as to promote the educational development of each student and to ensure the effective operation of the assigned school. The District-wide Assistant Principal is responsible for assisting the Administration, and staff in upholding the Student Code of Conduct, Anti-Bullying Bill of Rights and supporting a safe and secure learning environment, and fostering a positive school climate.

VI. PERFORMANCE RESPONSIBILITIES:
School Leadership

1. Assists the principal in duties, related to instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator, in cooperation with other building administrators, in the absence of the building principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of the school principal.
7. Assists the principal in the design and implementation of programs, based on current educational theory and research, to meet the specific needs of the school and its' students.
8. Assists the principal in facilitating services for all students in the school including, but not limited to, those with special needs.

9. Develops, coordinates and supervises the school's co-curricular program and all student activities.
10. Leads and/or serves on building and district committees.
11. Assists principal in overseeing the facility and grounds of the assigned school and makes recommendations about short-range and long-range needs.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of hallways, bathrooms, and other student transitions. Assists in supervision of the cafeteria and recess during lunch hours.
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4. Provides guidance to individual students, resolves individual behavioral problems.
5. Supports teachers who have students with behavior problems.
6. Assumes responsibility for implementing discipline procedures as stated in the Student Handbook & District Policies & Regulations.
7. Works with students, staff, parents, law enforcement officials and others in the implementation of student behavior codes in cooperation with the principal.
8. Generates and maintains accurate discipline records.
9. Assists in student orientations, including Grade 3 to Grade 4 and 5 to 6.
10. Assists in developing innovative strategies, preventive approaches, and proactive plans for students who exhibit at risk behavior.
11. Works with students, staff, parents, law enforcement officials and others in the implementation of student behavior codes in cooperation with the principal.
12. Serves in the role of Anti-bullying Specialist & Coordinator.
13. Assists in management of administrative detention, suspensions, & expulsions for students.
14. Assists in the planning and supervision of activities to promote pupil conduct and safety.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and investigative follow-up actions
2. Assists in the preparation of required reports of harassment, intimidation, and bullying; violence, vandalism, substance abuse, and possession of firearms.
3. Assists the principal in development, implementation and evaluation of the master teaching schedule which may entail the coordination of efforts with other administrators in the district.
4. Performs such record-keeping and reporting functions as the principal may direct.
5. Assists principal in preparing and administering the school's annual budget in keeping with state law and regulation, Board policy, and procedures established by the Superintendent and School Business Administrator.

6. Generates and maintains accurate discipline records.
7. Makes recommendations to the Administration for changes in policies, as related to student conduct and safety.

Interaction with school staff

1. Evaluates staff in assigned departments in accordance with state law and regulation, Board policy and district practices.
2. Oversees the development, coordination, and implementation of effective curricular, instructional, and program leadership to the school.
3. Assists the principal in providing effective curricular, instructional, and program leadership to the school.
4. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
5. Assists in the coordination and supervision of special programs funded by the state or federal government.
6. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
7. Assists the principal in the recruiting, screening, recommending and assigning of the school's staff.
8. Assists the principal in the orientation of new staff members to the teaching environment, especially as it relates to the area of pupil personnel policy, in accordance with state law and regulation, as well as by district policy and procedures.
9. Is knowledgeable about district policies and assists the principal in interpreting for school staff Board policy and school procedures related to the policies.
10. Assists the principal in implementing district policy, goals and objectives.
11. Exercises decisive leadership in crisis situations.
12. Implements negotiated agreements and contracts for all staff.
13. Assists the principal in generating and maintaining personnel records, reports and documentation, as required by state and federal law and regulation as well as by district policy and procedures.
14. Acts in supportive role with the Principal in work with parents, teachers, and the community to promote the effective flow of communication.
15. Promotes good school-parent relationships when discussing specific student problems with parents.
16. Works with teachers and students to promote building maintenance and cleanliness.
17. Supports Substitute Teachers in carrying out their duties.
18. Oversees administrative detention for students.

Professional Development

1. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
2. Assists the principal in the design and implementation of the staff development program.
3. Assists staff in exploring, evaluating and, as appropriate, implementing educational trends and research which may enhance the delivery of instruction, the achievement of students and the improvement of school services.
4. Keeps up to date with changes and development in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Performs such other duties and assumes such other responsibilities as may be assigned by the Principal and Superintendent or designee.

I. TERMS OF EMPLOYMENT

This position is a **twelve-month** year with salary to be established by the Board of Education.

II. EVALUATION

Performance of this job will be evaluated annually by the Superintendent in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Adopted: 27 March 2013

Revised: 25 March 2014

Revised: 29 May 2024