

**RIVER VALE SCHOOL DISTRICT
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility.
2. Strong interpersonal and communication skills.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Master's Degree preferred.
5. Minimum of five years successful teaching experience preferred.
6. Evidence of successful potential as demonstrated by leadership in student management, staff supervision and evaluation, school improvement, program development, curriculum integration, and application of technology across the curriculum.
7. Excellent human relations skills, speaking and writing skills.
8. Knowledgeable regarding current public school laws.

REPORTS TO: Middle School Principal and/or Superintendent

SUPERVISES: All certified and non-certified staff assigned to the school

JOB GOAL: The Assistant Principal will provide leadership, vision, and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil as well as the enhancement of the school program as a whole.

Specific Duties and Responsibilities:

1. The Assistant Principal will assist the Middle School Principal with implementing and managing the policies, regulations and procedures of the Board of Education to ensure that all students meet and exceed the State Standards, following the approved curricula and directives of the school.
2. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
3. Assists the principal in coordinating schedules and the assignment of staff related to transportation, custodial, cafeteria, and other support services.
4. Supervises the reporting, monitoring, and follow-up of student attendance and works with attendance personnel for investigative follow-up actions.
5. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.

6. When assigned by the principal, participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education. Assists in the development of 504 plans for such students, as needed.
7. Performs such record-keeping functions as the principal may direct.
8. Conducts classroom, co-curricular and inter-scholastic sport observations; and provides supervision/evaluation of teachers and non-certified staff, as requested by the Principal.
9. Develops in consultation with the Principal, the School's Master Schedule and cooperates with the Guidance and Special Services departments in the placing of students.
10. Assists in the preparation of the school budget, the school calendar, the annual report, and all other reports required or appropriate to the administration of the school.
11. Assists in the training of students and staff in the planning for emergencies, such as fire, storms, and accidents.
12. Assists in the daily management and operation of the building.
13. Oversees the management of student behavior and administers the School's Discipline program.
14. Supervises extra-curricular programs, assembly programs, and assignment of faculty members to assist at school functions.
15. Supervises and assists in the daily building orientation of substitutes and arranges in-house coverage for teachers.
16. Coordinates the school's book ordering and maintains an inventory record of all textbooks.
17. Coordinates and monitors the school busing program; the before and after school outside coverage assignments; and lunchroom supervision.
18. Formulate student locker assignments and coordinate locker repairs with maintenance personnel.
19. Attends school functions as directed by the Principal and/or Superintendent.
20. Chairs the District's Professional Development Committee.
21. Serves on the school building's Harassment, Intimidation, Bullying Committee.
22. Serves as Principal of the Middle School in the absence of the Principal.
23. Performance of such other duties as assigned by the Middle School Principal.

Physical Demands:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive small-motor motions.

Terms of Employment: 12-month position

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Board Approved: 6/7/11