

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: ASSISTANT PRINCIPAL

- QUALIFICATIONS:**
1. Valid New Jersey Principal Certificate or eligibility
 2. Minimum experience as determined by the board
 3. Demonstrated leadership capability in the areas of curriculum and staff development
 4. Strong interpersonal and communication skills
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
 6. Twelve month position

REPORTS TO: Principal

POSITION GOAL:

To provide assistance to the high school principal in order to ensure proper and timely completion of all daily tasks and activities necessary to facilitate the running of a public 9-12 high school.

ESSENTIAL JOB FUNCTIONS:

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 the absence of the Principal.
3. Conducts safety and security drills.
4. Reviews and revises all facets of the district Emergency Management Plan.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services as needed.
6. Receives parents and visitors in the absence of the school principal.

Student discipline, supervision of students

1. Maintains high standards of student conduct and enforcement of discipline policies.
2. Coordinates the supervision of the cafeteria during student lunch periods.
3. Where applicable provides guidance to individual students and resolves individual behavioral problems.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance and performs/arranges for investigative follow-up actions as needed.
2. In charge of the Student Attendance committee.
3. Prepares required reports of violence, vandalism, substance abuse, and possession of firearms.
4. Assists in scheduling and coordinating school wide activities.
5. Performs such record-keeping and reporting functions as the principal may direct.
6. Prepares monthly discipline and HIB reports for BOE meetings.

Interaction with school staff

1. Supervises teachers as assigned by the Principal.
2. Is a participating member of the Intervention and Referral Services committee.
3. As assigned, assists in the supervision of extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
4. As assigned, assists in the coordination and supervision of special programs funded by the state or federal government.
5. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Serves on the School Improvement panel.
3. Serves on the Professional Development committee.
4. Serves as the district HIB Coordinator.
5. Co- Chair of the School Safety Team.
6. Boomerang Project liaison.
7. District Evaluation Advisory Committee.
8. Serves as the district Section 504 Compliance officer.
9. Serves as the liaison to the local Police Departments and Municipal Alliance.
10. Monitors Home Instruction through communication with the Counseling Department.
11. Performs such other duties as may be assigned by the Principal or Superintendent.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17