

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

ASSISTANT PRINCIPAL

JOB GOAL

To assist the principal in providing school-wide leadership.

SUPERVISES

All certified and noncertified school staff as assigned by the principal.

QUALIFICATIONS

1. Valid New Jersey Principal Certificate or eligibility.
2. Minimum experience as determined by the Board of Education.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

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. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material as required.
4. Assists in conducting safety inspections and safety drills.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Supervises the reporting and monitoring of student attendance and initiates follow-up actions or investigations.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports for violence, vandalism, substance abuse, and firearms possession.
8. Makes recommendations to the principal for changes in policies and practices that may result in a more effective school administration.
9. Performs such record-keeping functions as the principal may direct.
10. Supervises teachers and departments as assigned by the Principal or Director of Curriculum and makes recommendations about retention and dismissal of staff.
11. Provides leadership and works with staff in curriculum development initiatives.
12. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
13. Assists in the coordination and supervision of special programs funded by the state or federal government.
14. Assists in the implementation of Board of Education policies and procedures, school regulations, district and school goals, and improvement plans.
15. Assists in the planning and supervision of activities to promote pupil and employee health and safety.

16. Conducts parent conferences relating to all aspects of student behavior and student performance.
17. Aid in the daily functions of the school/district as assigned.
18. Conducts staff conferences related to all supervisory responsibilities where applicable.
19. Assists the principal at his request with the following activities:
 - a) recruitment and selection of staff
 - b) participation in community and organizational programs
 - c) budget development
 - d) in-service training programs
 - e) grant development and implementation
 - f) articulation with sending district schools
20. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
21. Perform other related duties as assigned by the Superintendent or his/her designee.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, instructional and management skills in the area of curriculum and staff development.
2. Understanding of the evaluation process.
3. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
4. Ability to maintain and analyze department budget.
5. Attention to detail with a focus on thoroughness and quality.
6. High integrity and ethical standards.
7. Knowledge of computer and software programs.
8. Regular attendance.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to attend and preside over lectures and meetings.
11. Ability to traverse school facility and grounds.

REPORTS TO

Principal/Superintendent.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with state law and provisions of the Board of Education's policy on evaluation of certified staff.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **October 11, 2007**
 AMENDED: **February 12, 2009**
 AMENDED: **June 25, 2020**

Legal References:

<u>N.J.S.A.</u>	13:1f-19		School integrated pest management act
<u>N.J.S.A.</u>	18A:6-1		Corporal punishment of pupils
<u>N.J.S.A.</u>	18A:6-7.1		Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u>	18A:6-10		Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:16-1		Officers and employees in general
<u>N.J.S.A.</u>	18A:16-2		Physical examinations; requirement
<u>N.J.S.A.</u>	18A:17-46		Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u>	18A:25-2		Authority over pupils
<u>N.J.S.A.</u>	18A:25-4		School register; keeping
<u>N.J.S.A.</u>	18A:25-5		Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u>	18A:25-6		Suspension of assistant superintendent, principals and teachers
<u>N.J.S.A.</u>	18A:26-1		Citizenship of teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1		Residence requirements prohibited
<u>N.J.S.A.</u>	18A:26-2		Certificates required; exception_
<u>N.J.S.A.</u>	18A:27		Employment and contracts
<u>N.J.S.A.</u>	18A:28-5		Tenure of teaching staff members
<u>N.J.S.A.</u>	18A:37		Discipline of pupils
<u>N.J.S.A.</u>	18A:40		Promotion of health and prevention of disease
<u>N.J.S.A.</u>	18A:40A		Substance abuse
<u>N.J.S.A.</u>	18A:41-1	<u>et seq.</u>	Fire drills and fire protection
<u>N.J.A.C.</u>	6:3-4.1		Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3		Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-4A.4		Requirements of physical examinations
<u>N.J.A.C.</u>	6:3-5.1		Standards for determining seniority
<u>N.J.A.C.</u>	6:8		Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6:24		Comprehensive maintenance plans
<u>N.J.A.C.</u>	6A:7		Managing for equality and equity in education
<u>N.J.A.C.</u>	6A:8		Standards and assessment
<u>N.J.A.C.</u>	6A:9		Professional licensure and standards
<u>See particularly:</u>			
<u>N.J.A.C.</u>	6A:9-3		Professional standards for teachers and school leaders
<u>N.J.A.C.</u>	6A:9-5		General certification policies
<u>N.J.A.C.</u>	6A:9-8		Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9-9		Instructional certificates
<u>N.J.A.C.</u>	6A:9-12.3		Authorization
<u>N.J.A.C.</u>	6A:9-12.5		Principal
<u>N.J.A.C.</u>	6A:9-14		Acting administrators
<u>N.J.A.C.</u>	6A:9-15		Required professional development for teachers

<u>N.J.A.C.</u>	6A:9-16		Required professional development for school leaders
<u>N.J.A.C.</u>	6A:16		Programs to support student development
<u>N.J.A.C.</u>	6A:17		Students at risk of not receiving a public education
<u>*N.J.A.C.</u>	6A:24		Urban education reform in the Abbott districts
<u>See particularly:</u>			
<u>N.J.A.C.</u>	6A:24-1.4		Responsibilities of local (Abbott) districts
<u>N.J.A.C.</u>	6A:24-2.1	<u>et. seq.</u>	Establishment of school management teams
<u>N.J.A.C.</u>	6A:24-4.1	<u>et. seq.</u>	Implementation of whole school reform model
<u>N.J.A.C.</u>	6A:24-4.4		School-based budgets
<u>N.J.A.C.</u>	6A:24-5		Supplemental programs and services
<u>N.J.A.C.</u>	6A:24-6		Implementation of required programs in secondary schools
<u>N.J.A.C.</u>	6A:27-11.2		Evacuation drills and safety education
<u>N.J.A.C.</u>	6A:30		Evaluation of the school district
<u>N.J.A.C.</u>	6A:32-2.1		Student Records

Manual for the Evaluation of Local School Districts, Revised September 2002

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

* Applies to Abbott districts only