



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Possesses New Jersey certification as Principal.
2. Has obtained a minimum of a Master's Degree in an appropriate area of concentration.
3. Has a minimum of five years of successful teaching experience.
4. Has a minimum of three years of supervisory experience; building-level administrative experience preferred.
5. Possesses skills in human relations, problem solving, decision making, student management and communications.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

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.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists the principal in establishing and maintaining an effective learning climate in the school.
 - b. Assists the principal in the overall administration of the school.
 - c. Serves as principal in the absence of the regular principal.
 - d. 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.

- e. Facilitates and evaluates, in assigned departments, the Board-approved instructional program in a manner designed to maximize the cognitive and affective progress of each student.
- f. Assists the principal in the acquisition and utilization of instructional supplies, equipment and textbooks for the school.
- g. Assists the principal in facilitating services for all students in the school including, but not limited to, those with special needs.

2. Personnel Administration

- a. Evaluates staff in assigned departments in accordance with state law and regulation, Board policy and district practices.
- b. Assists the principal in the recruiting, screening, recommending and assigning of the school's staff.
- c. Assists the principal in the development, implementation and evaluation of the master teaching schedule which may entail the coordination of efforts with other administrators in the district.
- d. Assists the principal in the orientation of new staff in accordance with state law and regulation as well as district policy and procedures.
- e. Implements negotiated agreements and contracts for all staff.
- f. 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.

3. Professional Development

- a. Assists the principal in the design and implementation of the staff development program.
- b. Assists the 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.
- c. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
- d. 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.

4. Student Management

- a. Maintains high standards of student conduct and enforces discipline as necessary, according due process rights of the students.
- b. Establishes and publishes guidelines for proper student conduct in keeping with state law, Board policy and school practices in cooperation with the principal.
- c. Attends school-related activities and events to oversee student behavior and achievements.
- d. Generates and maintains accurate discipline records.
- e. Works with students, staff, parents, law enforcement officials and others in the implementation of student behavior codes in cooperation with the principal.

5. Educational Planning and Evaluation

- a. Participates, as requested, in district-wide as well as building-level activities to design educational philosophy and goals which maximize student growth.
- b. Assists the principal in overseeing the facility and grounds of the assigned school and makes recommendations about short-range and long-range needs.
- c. Assists in the development of a schedule which maximizes the educational program for students and utilizes district resources to their greatest advantage.
- d. Assists the principal in conducting an on-going assessment of the educational program in the assigned school, including the strengths and areas in need of improvement; the analysis of test results, attendance records, discipline reports; feedback from students, staff, administrators and parents; and other formal and informal data.

6. Business Management

Assists the 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.

7. Auxiliary Services

- a. Contributes to the development of transportation rules and procedures and supervises their implementation as related to the assigned school.
 - b. Compiles, maintains, processes and reports on student records.
 - c. Assists the principal in the planning and supervising of fire drills and an emergency preparedness program in keeping with state law and regulation, Board policy and school needs.
 - d. Assists the principal in supervising the maintenance of records concerning student attendance and implements state law and regulation as well as Board policy in the area of attendance.
8. School and Community Relations
- a. Assists the principal in promoting on-going, two-way communications with relevant audiences (i.e., students, staff, parents, community residents) to enhance the educational program provided by the school.
 - b. Assists the principal in utilizing the resources of the school and community to enhance the educational program.
 - c. Serves as a member of such committees and attends such meetings as directed by the principal and/or Superintendent.
9. District Policies, Goals and Objectives
- a. Is knowledgeable about district policies.
 - b. Assists the principal in interpreting for school staff Board policy and school procedures related to the policies.
 - c. Assists the principal in implementing district policy, goals and objectives.
 - d. Exercises decisive leadership in crisis situations.
10. Other
- Performs such other tasks and assumes such other responsibilities as directed by the Principal and Superintendent or designee.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary to be established through the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provision of the Board's policy on Evaluation of Administrative Personnel and with the terms of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

SOURCE: Regular Board Meeting

DATE: November 9, 1994