

## Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

**Title: Assistant Principal**  
**Reports to: Principal &/or Superintendent**

**JOB GOAL:** The Assistant Principal will assist the Principal and Superintendent in providing leadership and working toward establishing and maintaining an educational environment created to meet the social, emotional and educational needs of all students while adhering to district and community standards.

### **QUALIFICATIONS:**

- Master's degree from an accredited college or university
- Valid NJ school principal certification/license
- Experience teaching and/or administrative a plus
- Excellent written and verbal skills
- Required criminal history background check and proof of US citizenship or legal resident alien status

### **GENERAL DESCRIPTION:**

It is the responsibility of the Assistant Principal to serve as an educational leader at the building level assisting in the evaluation and supervision of all staff members assigned to the building and administering to the school in accordance with the policies of the Board of Education.

He or she shall be responsible for and shall have authority over the actions of students, certified and support staff employees, visitors and persons hired to perform special tasks. Assist in the planning, implementation, administration, and evaluation programs, activities, projects and students and staff associated with the School.

### **PERFORMANCE RESPONSIBILITIES:**

#### INSTRUCTIONAL PROGRAM MANAGEMENT

- Maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board.
- Maintain records and files; meet and confer with students, parents, faculty and staff.
- Assist in the development of the teacher's schedule for the School and schedule school students.
- Keep abreast of current research, innovations, and trends in education by attending workshops, conventions, and by reading educational journals. Attendance at a national convention requires prior school board approval.

#### STUDENT WELFARE/PERSONNEL

- Assist in new student orientation.
- Assist in the screening all new students for proper placement and referral for children with disabilities evaluation where appropriate.
- Assist with organizing co-curricular activities.
- Serve on IEP meetings.
- Provide for the health, safety, and welfare of all students.
- Communicate with the students, parents, or guardians and community agencies regarding: student discipline, compulsory attendance, special assignments, report cards, failure notices, and staffing.

- Maintain an atmosphere conducive to learning by providing concise disciplinary procedures for violation of school rules.
- Attend special events held to recognize student achievement, attend school-sponsored activities, functions and athletic events.

#### PERSONNEL MANAGEMENT

- Screen all applicant materials and select appropriate candidates for interview.
- Interview and recommend for employment prospective candidates for teaching, secretarial, and aid positions.
- Evaluate staff members according to the school district's policy and as required by NJ statutes.
- Responsible for general administration, which includes assignment of pupils, assignment of extra-curricular activities to teacher, direction and supervision of staff, preservation of discipline and general supervision of classroom procedure.

#### COMMUNITY RELATIONS

- Maintain public relations program in order to further the community's understanding and support of the educational program.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

#### OTHER DUTIES

- Consults with and coordinates the services of personnel so that all classroom teachers may receive effective assistance.

#### **BOARD OF EDUCATION APPROVAL:**