

Montague Township School District

JOB DESCRIPTION: VICE PRINCIPAL

QUALIFICATIONS:

1. Possesses New Jersey Principal Certificate or Certificate of Eligibility.
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. Possesses skills in human relations, problem solving, decision-making, student management and communications.
5. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Maintains a residence in the state of New Jersey, will be moving into a residence in the state within 12 months of employment by the district or has received a residency waiver from the Department of Education as permitted in the New Jersey First Act.
7. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Chief School Administrator

SUPERVISES: Staff as designated by the Chief School Administrator

JOB GOAL: To assist the Chief School Administrator in providing school-wide leadership so as to promote the educational development of each student and to ensure the effective operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists the Chief School Administrator in establishing and maintaining an effective learning climate in the school.
 - b. Assists the Chief School Administrator in the overall administration of the school.
 - c. Serves as principal in the absence of the Chief School Administrator.
 - d. Assists the Chief School Administrator 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 the Board-approved instructional program in a manner designed to maximize the cognitive and affective progress of each student.
 - f. Assists the Chief School Administrator in the acquisition and utilization of instructional supplies, equipment and textbooks for the school.
 - g. Assists the Chief School Administrator 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 accordance with state law and regulation, Board policy and district

practices.

b. Assists the Chief School Administrator in the recruiting, screening, recommending and assigning of the school's staff.

c. Assists the Chief School Administrator in the development, implementation and evaluation of the master teaching schedule.

d. Assists the Chief School Administrator in the orientation of new staff in accordance with state law and regulation as well as district policy and procedures.

e. Assists the Chief School Administrator in generating and maintaining personnel records, reports and documentation as required by state and federal law and regulation as well as by district policy.

3. Professional Development

a. Assists the Chief School Administrator in the design and implementation of the staff professional development plan.

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 workshops and conferences; enrollments 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 to due process rights of students.

b. Establishes and publishes guidelines for proper student conduct in keeping with state law, Board policy and school practices in cooperation with the Chief School Administrator.

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 Chief School Administrator.

f. Serves as the district anti-bullying coordinator.

5. Educational Planning and Evaluation

a. Participates, as requested, in school activities to design educational philosophy and goals which maximize student growth.

b. Assists the Chief School Administrator in overseeing the facility and grounds 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 Chief School Administrator in conducting an on-going assessment of the educational program of the district, including the strengths and areas in need of improvement; the analysis of test results, attendance records, discipline reports; feedback from students,

staff, and parents; and other formal and informal data.

6. Business Management

Assists the Chief School Administrator in preparing and administering the school's annual budget in keeping with state law and regulation, Board policy, and procedures established by the Chief School Administrator and School Business Administrator.

7. Auxiliary Services

a. Compiles, maintains, processes and reports on student records.

b. Assists the Chief School Administrator 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.

c. Assists the Chief School Administrator 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 Chief School Administrator 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 Chief School Administrator 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 Chief School Administrator.

9. District Policies, Goals and Objectives

a. Is knowledgeable about district policies.

b. Assists the Chief School Administrator in interpreting for school staff Board policy and school procedures related to the policies.

c. Assists the Chief School Administrator 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 Chief School Administrator or designee.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Montague Twp. Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with Montague Twp. Board of Education Policy.

APPROVED BY: Montague Twp. BOARD OF EDUCATION DATE: _____