

Job Description

BOARD OF EDUCATION DENVILLE

TITLE: MIDDLE SCHOOL 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**
- 4. Strong interpersonal and communication skills**
- 5. Required criminal history background check and proof**

REPORTS TO: Principal/Superintendent

SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of, the principal.

JOB GOAL: To assist the principal in providing school-wide leadership.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the principal in duties related 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.**
- 4. Assists in the conducting of safety inspections and safety drill practice activities.**
- 5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.**
- 6. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.**
- 7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.**

8. **Makes recommendations to the principal for changes in policies, personnel practices and other such matters 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.**
11. **Assists in supervision of the cafeteria during lunch hours.**
12. **Assists in scheduling and coordinating all health examinations.**
13. **Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.**
14. **Assists in the coordination and supervision of special programs funded by the state or federal government.**
15. **Assists in the scheduling process.**
16. **Assists in the planning and supervision of activities to promote pupil and employee health and safety.**
17. **Performs such other duties as may be assigned by the principal or superintendent.**
18. **Perform the duties of Director of Interscholastic Sports.**

TERMS OF

EMPLOYMENT: **Salary and work year to be determined by the board.**

EVALUATION: **Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.**

APPROVED: **June 10, 2019**