

# **Job description**

BOARD OF EDUCATION  
DENVERVILLE

**TITLE:** ASSISTANT PRINCIPAL / DATA ANALYST/SUPERVISOR OF STUDENT SERVICES

**RESPONSIBLE TO:** Principal and Assistant Superintendent Curriculum and Instruction/Director of Special Services

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor or Principal Certificate
2. Minimum three years' successful teaching experience
3. Demonstrated leadership in school / district improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, collect, analyze and share data with staff.
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**TERMS OF EMPLOYMENT:** Twelve month position from July 1 to June 30.

**SUPERVISES:** Instructional and Support staff as assigned

**GOAL:** To assist the principal in providing school-wide leadership and provide leadership in the development, implementation and supervision of the district's curriculum improvement through data analysis.

## **DUTIES AND RESPONSIBILITIES:**

1. Assists Building Principal and Director of Curriculum in instruction, supervision, evaluation and the overall administration of the schools in the advancement of student achievement through data analysis.
2. Serves as building administrator in the absence of the principal.
3. Assists in conducting emergency management drill practice activities.

- 4. Assists Principal in transportation coordination, custodian monitoring, lunch/recess supervision and other support services.**
- 5. Assists the Principal in maintaining discipline throughout the school and deals with special cases as necessary.**
- 6. Recommends changes in policies and personnel practices for a more effective school administration to the Principal.**
- 7. Recommends changes in materials and personnel practices to increase program effectiveness to the Director of Curriculum.**
- 8. Assists in the scheduling process.**
- 9. Performs such other duties as the Principal or Superintendent may assign.**
- 10. Provides leadership in the development and implementation of the district's professional development initiatives**
- 11. Establishes a protocol for the collection, warehousing, analysis and distribution of student achievement data involving NJSMART, Benchmarks, DRA, Dibels, Renaissance/Learning.**
- 12. Organizes a system for easy access to data by teachers, principals and central office personnel to foster the progress monitoring of individual students, grade levels and buildings.**
- 13. Recommends programmatic changes and staff development needs in conjunction with the principals and central office staff.**
- 14. Assists the Director of Special Services in the evaluation of programs and staff.**
- 15. Under the direction of the Director of Special Services, oversees ESL, BSI, and RTI.**

**Approved: June 22, 2015**