

DELRAN TOWNSHIP SCHOOL DISTRICT

Assistant Principal

Reports to: Principal

Job Goal: Responsible for providing assistance to the Principal in the administration of the total school program.

Performance Responsibilities: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.

Supervisory Responsibilities:

- Supervises over employees in the School when the Principal is absent from the building.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- All other duties as assigned by your immediate Manager and/or Superintendent.

EDUCATION AND EXPERIENCE:

Master's Degree in Education, minimum 5 years teaching and/or administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N. J. Teaching Certificate and valid N. J. Administrative Certificate,

LANGUAGE SKILLS:

Ability to read and analyze, and interpret general business periodicals professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012