

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Assistant Principal**  
**Position**

**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:**

**School Leadership**

- 1) Assists the principal in duties related to 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 materials
- 4) Assists in the conducting of safety inspections and safety drill practice activities
- 5) Assists the principal in coordinating transportation, custodial, and cafeteria and other support services
- 6) Greets and interacts with parents and visitors in the absence of the school principal

**Student Discipline, Supervision of Students**

- 1) Assists in maintaining high standards of student conduct and enforcing discipline policies
- 2) Assists in the supervision of cafeteria during lunch hours. Assists with playground supervision when assigned
- 3) Provides guidance to individual students, resolves individual behavioral problems

**Record-keeping, Reporting and Scheduling**

- 1) Supervises the reporting and monitoring of student attendance, and works with the attendance officer for investigative follow-up actions
- 2) Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms
- 3) Assists in scheduling and coordinating all health examinations
- 4) Performs such record-keeping and reporting functions as the principal may direct

**Interaction with School Staff**

- 1) Supervises teachers and departments as assigned by the principal
- 2) Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions
- 3) Assists in the coordination and supervision of special programs funded by the state or federal government
- 4) Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration

**Other**

- 1) Assists in the planning and supervision of activities to promote student and employee health and safety
- 2) Performs other duties which may be assigned or required by law, code, regulation or board policy

**QUALIFICATIONS:**

- 1) Valid New Jersey Principal certificate or eligibility
- 2) Minimum experience as determined by the board
- 3) Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
- 4) Strong interpersonal and communication skills
- 5) Required criminal history background check and eligibility to work in the United States.
- 6) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A.52:14-7 (L. 2011, Chapter 70).

- 7) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools

- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:**

Ten (10) or Twelve (12) month work year

**SALARY RANGE:**

Negotiated Bargaining Agreement between the EOBOE and the EOAA

***Approved by the East Orange Board of Education:      November 10, 2020***

*Revised 10/29/2020*