HAMILTON TOWNSHIP SCHOOL DISTRICT

90 Park Avenue, Hamilton, New Jersey 08690

JOB DESCRIPTION

TITLE:	Vice Principal High	**REPORTS TO:**	Building Principal

QUALIFICATIONS:

1. Possess or eligible for NJ Principal certification.
2. A minimum of five years of successful experience as an educator.
3. A Master's Degree or the equivalent from an accredited four year college or university.
4. Ability to communicate effectively with teachers and administrators across levels and disciplines.
5. Ability to pass the required Criminal History Review and the Sexual Misconduct/Child Abuse Disclosure.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

GENERAL DESCRIPTION:

To assist the principal in the performance of duties and supervisory responsibility and to assist the principal in the chief responsibility of promoting the educational well-being of each student in the schools.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO SUPPORTING THE PRINCIPAL IN:

1. The overall administration of the schools and serves as principal when the principal is absent.
2. Evaluates the teaching staff through classroom observations as assigned.
3. Supervises student contact within the school and oversees all disciplinary procedures keeping appropriate records of any disciplinary action.
4. Assists in the preparation of teacher and student handbooks.
5. Proposes schedules of classes and extracurricular activities.
6. Supervises the preparation of student schedules.
7. Works with subject supervisors and faculty groups in compiling the annual school budget requests.
8. Requisitions supplies and equipment conducting inventories, maintaining records and checking on the receipts of such materials.
9. Provides building-based supervision of curricular programs.
10. Cooperates in the conducting of safety inspection and safety drill activities.

11. Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services.
12. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigative follow up action.
13. Assists and maintains discipline throughout the student body and deals with special cases if necessary.
14. Supports the Director of Guidance in the guidance department's evaluation of senior credits including parental contacts as needed.
15. Serves with families, faculty and student groups as requested in advancing educational and related activities and objectives.
16. Performs such other Vice Principal–High School related tasks as may from time to time be assigned.

PHYSICAL REQUIREMENTS: **The physical demands are those that must be met to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.**	1. Able to walk up and down stairs. 2. Able to stand for long periods of time. 3. Able to sit for long periods of time. 4. Able to talk for long periods of time. 5. Able to use a computer keyboard. 6. Able to lift 20 lbs. 7. Ability to pass the required physical examination for employment.
WORKING LOCATION:	High School Building
WORK YEAR:	Twelve-month year. Administrators'/Supervisors' Association. (HTASA)
EVALUATION:	Performance of this position will be evaluated in accordance with the Board's policies and procedures on evaluation of professional personnel.
DATE APPROVED BY BOARD OF EDUCATION:	April 24, 2024