

## JOB DESCRIPTION

**JOB TITLE:** VICE PRINCIPAL (10 or 12 month position)

**MPS POSITIONS :** Includes the following MPS positions:  
Vice Principal – Secondary  
Vice Principal – Middle  
Vice Principal - Elementary

**QUALIFICATIONS:**

**NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- NJ Principal Certification required
- Minimum of (5) years experience in elementary education preferred (for Elementary positions)
- Minimum of (5) years experience in secondary education preferred (for Secondary/Middle School positions)
- Experience with student discipline procedures preferred
- Master's degree required

**REPORTS TO:** Building Principal

**PERFORMANCE RESPONSIBILITIES:**

**NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

- Oversee student attendance, including administering disciplinary action regarding attendance.
- Oversee and administer disciplinary action involving student behavioral issues.
- Attend district level disciplinary meetings regarding students.
- Assist principal with observations and staff evaluations.
- Observe classroom instruction and teachers in the teaching situation, and prepare evaluation reports on both tenured and non-tenured teachers.
- Evaluate, with principals and teachers, the effectiveness of the curriculum and instructional materials.
- Interpret curriculum and instructional changes to the staff.
- Plan and conduct staff development activities to facilitate the continuous development of staff members and the improvement of instruction.
- Assist in the selection of teaching staff by participating in the recruiting, screening and interviewing processes.
- Assist principal, upon request, in the assignment of work schedules for teachers, budget items, etc.
- Assist with preparation of all State and special education reports.
- Assist principal in the development of short and long-range goals of the school.
- Work with principal on registration procedures.
- Collaborate with Child Study Team and special education teachers regarding placements, support and transition issues.
- Assist in keeping an accurate calendar of school activities and in supervising and coordinating such activities.
- Assist principal in coordination, supervision, record keeping, etc. of Summer Programs.
- All other related duties as required.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Administrator's Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Administrator's Association.

**APPROVED BY:**

**DATE:**

*RWD*  
*[Signature]*  
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SEP 12 2025 *vc*  
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