

NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

VICE PRINCIPAL – HIGH SCHOOL

REPORTS TO:

Building Principal

SALARY GRADE:

As per NBLA contract

NATURE AND SCOPE OF JOB:

Assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the school and provide leadership. Vice Principals will assist in the formulation of policies, organizational plans, goals and objectives in order to develop and maintain an educationally effective school of excellence.

JOB QUALIFICATIONS:

- Principal certificate issued by the NJ Department of Education

ESSENTIAL JOB FUNCTIONS:

- Meet with the Principal to discuss the implementation of school policies and programs.
- Assist the Principal in supervising and evaluating all tenure and non-tenure staff.
- Assist the Principal in assigning teachers to special duties, i.e. cafeteria duty, hall duty, etc.
- Assist the Principal in organizing the graduation ceremony.
- Administer the set-up of homerooms.
- Assume responsibility of attendance and discipline.
- Assist in the supervision of pupil activities (dances, proms, plays), which may occur in the evening or weekends.
- Prepare pupil census for local, state, and federal reports.
- Arrange and conduct State and Local Assessment tests.
- Complete reports for State and Local Assessment tests.
- Assume responsibility for the documentation needed for mandated programs.
- Arrange for class coverage in case of teacher absences.
- Assume the responsibility of student scheduling at the direction of the Principal.
- Assist the Principal in interpreting school programs to the community.
- Work with special service personnel and non-school agencies on pupil personnel problems.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Assume responsibility for coordinating student/teacher and student/observer assignments.
- Assist the Principal in identifying areas related to the functioning of the school which can be computerized.
- Attend monthly Board of Education meeting when requested.
- Assist the Principal in reviewing new textbooks.
- Arrange personal time schedule to meet the requirements of the position of Vice Principal.
- Assist the Administrative Assistant in supervising the staff on cafeteria duty.
- Be knowledgeable of district and school goals and programs.

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- Maintain an effective, positive working relationship with staff.
- Assist the Principal in arranging in-service workshops.
- Prepare and submit all reports, as requested by the Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members.
- Be knowledgeable of new educational trends.
- Assist the Principal in writing Professional Growth Plans.
- Complete additional assignments as directed by the Principal.
- Demonstrate global planning skills.
- Be visible in the halls and other parts of the building.
- Prepare and complete paper work after school hours.
- Confer with Principal and Administrative Assistant on decisions concerning attendance and discipline issues.
- Perform other duties which may be assigned by his/her superior(s) under authority of the Board of Education.

OTHER DUTIES:

- Any other duties as assigned.

WORK ENVIRONMENT:

This job operates in a professional office and classroom environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.

Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.