

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Franklin Lakes, New Jersey 07417**

JOB DESCRIPTION

Title: Assistant Principal

Organizational Relationships:

Evaluated by the principal and the superintendent. The principal will be the primary evaluator.

Primary Function:

Assist the principal in all aspects of school organization, management, operation, and evaluation through the implementation of Board policies and regulations. Assume such responsibilities as designated by the principal on an annual basis. The assistant principal will serve as the principal when the principal is absent.

Major Responsibilities:

1. Assist in the planning, coordination and implementation of all aspects of the school's instructional program;
2. Assist in the implementation of school organization and policy through monitoring and evaluation as set forth by the Board of Education;
3. Assist in the development and adherence to guidelines that stress the importance of effective relations and clear lines of communication with students, parents, staff, community members and central administration;
4. Assist in the general administration of the physical plant and facilities in an effort to create a safe working and learning environment;
5. Assist in the development of policies and procedures that will ensure a safe and productive school climate;
6. Assist in the implementation of strategies for the purpose of providing opportunities for professional growth;
7. Perform other duties that may be within the scope of his/her employment and certificate(s) or may be assigned by administrators under the authority of the Board of Education.

Illustration of Key Duties: See Criteria for Evaluation of Principals and Assistant Principals.

Qualifications:

1. A master's degree from an accredited college or university.
2. New Jersey Teacher Certification
3. New Jersey Principal's Certificate or eligibility for same.
4. Such additions to the above qualifications as the Board finds appropriate and acceptable.

Terms of Employment:

Ten, eleven, or twelve-month contract year, in accordance with contractual arrangements as approved by the Board of Education.

Evaluation:

According to State Statutes, *N.J.A.C. Title 6*, Board of Education Policy and Procedures.

References: *Article VIII, Section IV, Paragraph 1, New Jersey Constitution, N.J.S.A. 18-11-1 27-4, and N.J.A.C. 6:3-1.21.*

**CRITERIA FOR
THE EVALUATION OF
ASSISTANT PRINCIPAL**

1. Instructional Program

The assistant principal shall:

- a. Provide leadership necessary to develop, implement, and evaluate the school's educational expectations, goals, and objectives;
- b. Assist in the implementation of Powerschool/PowerGrade. Work to develop protocols for teachers and guidelines for parent use. Monitor day-to-day departmental activity and work with ITC to monitor and enhance the web-based forum for faculty and staff;
- c. Work cooperatively with other administrators, supervisors, and teachers to insure the successful completion of school goals and objectives;
- d. Participate in the development, implementation, and evaluation of the school's instructional and student affairs program;
- e. Insure the evaluation of teaching and supervisory staff in accordance with Board policy and regulations;
- f. Under the direction of the principal and the district director of guidance develop, communicate, maintain, and evaluate the Master Schedule;
- g. Coordinate all school instructional programs providing for the various abilities, talents, and interests of the students; establish and maintain a teaching and learning environment conducive to fulfillment of these instructional programs.
- h. Implement a school-wide instructional and evaluation program;
- i. Evaluate teaching staff members in accordance with Board policy and administrative regulations.

2. School Organization and Policy

The assistant principal shall:

- a. Insure that school policies are clearly defined and communicated. Maintain clear lines of authority and responsibility for meeting educational expectations, goals, and objectives;
- b. Establish and maintain a school organization and building environment conducive to teaching and learning;
- c. Insure clear lines of authority and responsibility delegating operational authority when appropriate.
- d. Encourage free and open communication and promptly address complaints, concerns, and administrative recommendations;
- f. Develop and maintain short and long-range plans for the continuous improvement of building organization and management;
- g. Insure effective use of the PowerSchool/Powergrade software for attendance management and discipline tracking. Work with staff to establish protocols for attendance reporting, tracking and letter generated parent contact;
- h. Annually evaluate building organization and management to prepare goals for the following year;
- i. Assure administration-student-staff-community understanding, cooperation, and support;
- j. Assume the role of liaison between the department supervisors and computer services for PowerSchool related issues;

- k. Coordinate master schedule responsibilities with the District Guidance Director. Assist in the preparation to build scenarios, section forecasting and scheduling and the input of the student enrollment information.

3. Relations with Students and Parents

The assistant principal shall:

- a. Initiate and implement all school disciplinary procedures and student assistance services within the specific grades that assistant principal is directly responsible for;
- b. Evaluate the effectiveness of the total student discipline service;
- c. Assume responsibility for informing students and parents about school goals, objectives, policies, procedures, rules, and requirements of the school's instructional and student affairs programs;
- d. Insure the implementation of health and safety standards for students;
- e. Assist in the implementation of all school disciplinary and preventative student services;
- f. Insure pupil services through the comprehensive coordination of all school instructional, guidance, and activities programs;
- g. Maintain communication with all students concerning school educational policies, requirements, rules, and procedures;
- h. Maintain high health and safety standards for students.

4. Relations with Other Staff Members

The assistant principal shall:

- a. Work diligently with the teaching staff to achieve consistently high performance standards;
- b. Perform tasks associated with the PowerSchool Implementation Committee; Attend regularly scheduled meetings, report progress and initiatives to weekly cabinet meetings and monthly retreat meetings;
- c. Encourage staff members to develop more effective teaching methods and materials;
- d. Generate a high degree of interdisciplinary learning and technology utilization;
- e. Work collegially with middle school administrators and teaching staff;
- f. Develop, implement, and evaluate a school-based staff development program.
- g. Deal with staff problems promptly and confidentially;
- h. Provide leadership and evaluation for all assigned clerical and maintenance personnel;
- i. Insure that staff problems are promptly and confidentially solved.

5. Relationship with the Community

The assistant principal shall:

- a. Maintain effective school-community relationships and relate these to school educational expectations, goals, and objectives;
- b. Keep the community informed about the school's curriculum, instructional improvement plans, activities, and pupil services;
- c. Encourage parents to confer frequently with teachers, counselors, and other staff members;
- d. Reply to all inquiries from parents and community members in a prompt and courteous manner;

- e. Insure the effective use of community, human, and technology resources linking these to school educational expectations, goals, and objectives;
- f. Advise the principal on changing community conditions that may affect the school.

6. Relationships with Central Administration and Other District Units

The assistant principal shall:

- a. Implement Board of Education policies and procedures as directed by the superintendent of schools;
- b. Inform the staff of policies, procedures, and activities in the other district school and in the sending districts;
- c. Inform the staff of program developments in the elementary school sending districts;
- d. In coordination with the principal, accurately and in a timely fashion, report to the superintendent on the condition, progress, and needs of the school;
- e. Effectively consult and cooperate with all district staff;
- f. Communicate Board policies and procedures to the elementary school sending districts.

7. Plant and Facilities

The assistant principal shall:

- a. Maintain a physical plant that provides an appropriate instructional environment;
- b. Make efficient and economical use of the school plant maintaining the highest possible standards of health and safety for students and staff;
- c. Implement district policies and procedures for building inspection, maintenance, repair, and renovation; promptly correct unsatisfactory, unsafe, or unsanitary conditions;
- d. Maintain appropriate and safe storage facilities and accurate inventories;
- e. Cooperate with governmental agencies in all reviews and inspections.

8. School Climate/Expectations

The assistant principal shall:

- a. Participate in the development and implementation of school goals and objectives;
- b. Insure effective relationships among staff members involved in planning, implementing, and evaluating school goals and objectives;
- c. Maintain order and building operating effectiveness necessary for teaching and learning to carry out school goals and objectives;
- d. In cooperation with the student activities administrator, insure that teaching and learning are the goals of all school activities;
- e. Supervise and integrate all aspects of the school's curriculum and student activities;
- f. Encourage widespread staff participation in all school educational plans, decisions, and evaluations;

9. Professional Growth

The assistant principal shall:

- a. Maintain and extend personal knowledge of current educational research and practice;
- b. Provide colleagues with the information and leadership necessary to advance their expertise to meet school expectations;
- c. Keep abreast of curriculum and teaching practices and communicate these to all school teaching personnel;
- d. Where appropriate, provide leadership to supervisors and other administrators in their own professional growth plans;
- e. Maintain the highest standards of professional ethics and appropriate judgment.

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