

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **Assistant Principal**

Reports to: Principal,his/her designee

Nature and Scope of the Job:

To provide leadership and managerial oversight to the discipline, co-curricular program, and support of the instructional program and school operations to ensure a school climate that fosters the educational, and social development of each pupil. A major portion of the position involves daily student discipline, and behavior modification.

The Assistant Principal is responsible for the day-to-day operations of the staff that reports to him/her and for organizing, directing, guiding, and coordinating those personnel and material resources of the school.

Qualifications:

1. Holds a valid NJ Principal's Certificate
2. Minimum of five (5) years classroom experience at the secondary level (7-12)
3. Demonstrated leadership skills in the areas of student discipline, student body activities, development and program evaluation
4. Strong interpersonal and communication skills with the students, staff and community
5. Demonstrates sensitivity for cultural diversity
6. Required criminal history background check and proof of US citizenship or legal resident alien status
7. Maintain the physical capability to meet the needs of the job

Employment Terms:

Twelve (12) months with vacations as determined the Monmouth Regional High School Board of Education

Job Functions and Responsibilities:

- 1) Attendance – Arrive at school no later than 7 AM or 7:30 AM (depending on pre-arranged work hours) on days when school is in session.
 - a) May be required to attend meetings after 3:00 p.m.
 - b) In emergency situations, may be called to work on Saturdays, Sundays, evenings
 - c) Help the Principal chaperone various activities, athletics, dances, concerts, shows, etc.

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3. Annual Violence/Vandalism report
 4. Monthly/yearly Attendance reports
 - m. Inform the Principal/Superintendent of any major problems
 - n. Supervise parking (student parking) – parking lot security
 - o. Interview and recommend for hire to the principal Substitute Teachers
 - p. Interview and recommend for hire job applicants for areas of responsibility
 - q. Conduct Security Drills in accordance with State Law and Board Policy.
 - r. Ascertain and report to the Principal the presence of all teachers in the building and at supervisory posts at the stated times.
 - s. Be responsible for the employment and assignment of day to day approved substitute personnel. He/she, or his/her designated representative, will accept requests for substitutes from teachers at stated times during non-school hours and from teachers and the Principal during school hours.
 - t. Be responsible for student accounting in school and in classes. Keep an accurate and current account of students. The Assistant principal will take appropriate action with students in concert with Guidance Personnel, Nurse, and others in cases of irregular attendance.
 - u. Assist in preparation and keeping current the School Activities Calendar.
 - v. Receive and screen requests for use of rooms and grounds of the school plant. The Assistant Principal will keep a log of all approved requests and coordinate arrangements with Custodial and Maintenance staff.
 - w. Ascertain the non-classroom duties which must be established and the assignment of such duties to personnel. The Assistant Principal will maintain records on those persons assigned with duties and report periodically to the Superintendent on assumption of such responsibilities by the personnel assigned.
 - x. Develop the Student Manual. The Assistant Principal will coordinate the efforts of those involved in writing the Manual.
- 5) Summer Activities:
- a. Assign Teacher Duties
 - b. Update Parent/Student Manual
 - c. Update Student yellow school folders
 - d. Help supervise extended school year
 - e. Work with Principal for opening of school and 8th grade Orientation Programs
 - f. Produce school forms – Discipline/field trips/cut slips/personal absence, etc.
 - g. Implement New teacher orientation programs
 - h. Produce student packets that explain discipline/attendance policies
 - i. Produce faculty packets (includes school forms)
 - j. Attendance State report
- 6) Perform other such duties as may be assigned by the Superintendent or Principal.

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Evaluation:

Performance on this job will be evaluated by the Principal.

Approved

Date

First Reading Board of Education: October 20, 2015

Second Reading Board of Education: November 3, 2015