

Assistant Principal - High School

JOB DESCRIPTION

POSITION TITLE MINIMUM

ASSISTANT PRINCIPAL – HIGH SCHOOL

QUALIFICATIONS

- NJ Principal Certification.
- Teaching and administrative experience at the high school level preferred.
- Proven record of improving student achievement and quality of instruction.
- Ability to provide administrative leadership and support to the high school principal.
- Ability to maintain an optimal learning environment within the school.
- Deep knowledge of issues pertaining to diversity and equitable practices in education.
- Ability to work with the administrative team in collaboration with the school's leadership council and faculty.
- Demonstrated ability to promote a positive relationship between the school and community, and ensure family outreach and involvement.
- Ability to communicate openly and effectively with administration, staff, students, and community (Verbal/Written)
- Excellent technical and data analysis skills.
- Self-starter, innovator, risk-taker
- Well-informed of new information, innovative ideas, and techniques that support ongoing professional growth

REPORTS TO JOB GOAL(S)

High School Principal

To assist in the development and implementation of instructional programs, initiatives, and services that ensure students' achievement and success.

SUPERVISES

Building Staff

PRIMARY RESPONSIBILITIES

1. Program and Curriculum Leadership

- Assists in providing professional leadership to organize, administer, supervise, and evaluate an effective school program
- Collaborates in specialized areas relative to curricular improvement, teacher selection, supervision, and evaluation
- Serves as instructional support for assigned departments as designated by the principal
- Serves as a primary evaluator and conducts classroom observations and teacher evaluations as assigned by the principal
- Implements and utilizes technology as a learning tool.
- Promotes staff development activities for the faculty aimed at increasing student achievement and learning.
- Works in partnership with the building leadership in the development and implementation of state mandates and special initiatives
- Serves on the Columbia High School Leadership Team

2. School Administration

- Takes an active role in the general management and supervision of the school
- Works collaboratively in maintaining a school environment which will result in optimum staff and student participation and commitment to the school's goals
- Coordinates and collaborates with the school's administrative team with regards to
 - o Home School Relations

- o Special Schedules
- o Emergency Management
- o School Climate
- o Special Initiatives
- Assumes a leadership role in charge of administrative functions in the absence of the principal

3. Student Administration

- Provides mentoring and support for the Deans of Students
- Works specifically with assigned grade level(s)
- Works with the administrative team with regards to the general supervision of students

4. Co-Curricular Administration

- Works collaboratively with the Office of Athletics and Activities
- Assists in the supervision of evening activities, which include athletic events, and co-curricular and extracurricular programming

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT 12 Months

Salary and benefits as per ASCA Agreement