

# Assistant Principal - Middle School

## JOB DESCRIPTION

**POSITION TITLE**  
**MINIMUM**

**MIDDLE SCHOOL ASSISTANT PRINCIPAL**

**QUALIFICATIONS**

- New Jersey Principal's Certificate
- Teaching/administrative experience at the middle school level
- Experience with program development, implementation and evaluation
- Commitment to multicultural education
- Commitment to a collegial leadership style
- Computer proficiency
- Experience with master schedule preferred

**REPORTS TO**

**PRINCIPAL**

### PRIMARY RESPONSIBILITIES

1. Implements and evaluates curriculum at the building level under the direction of the building principal.
2. Assumes prime responsibility for the master schedule, master calendar and overall school operations.
3. Directs, in collaboration with team leaders and district and building-level program leaders, the development of interdisciplinary instruction.
4. Develops, under the direction of the principal and in collaboration with program leaders, the program portion of the building budget.
5. Assists the building principal in providing staff development by teaching, modeling and coaching in the use of a variety of instructional strategies.
6. Organizes and implements staff development activities in support of specific district and building goals.
7. Works with staff and team leaders to promote appropriate student behavior and to develop in students a positive sense of self worth.
8. Provides for the supervision and evaluation of staff under the direction of the building principal.
9. Organizes and supervises the following school wide programs:
  - a. Intramural Program
  - b. Student Council
  - c. Standardized Testing
  - d. Student clubs and activities
  - e. Grade-level activities
  - f. Intervention Team (Chairperson)
10. Works with colleagues in the other middle school to coordinate activities and promote program articulation.
11. Works with the principal and staff in planning, implementing and supervising after-school and evening activities.
12. Acts as the principal in that person's absence.
13. Reports directly to and perform all other duties as assigned by the principal.

**WORKING RELATIONSHIPS** To maintain effective relationships with teachers, parents,

**OF THE POSITION** students, administrators and appropriate community

groups.

**TERMS OF EMPLOYMENT** 12 Months

Salary as per ASCA Agreement