

Assistant Principal - Elementary School

JOB DESCRIPTION

POSITION TITLE
MINIMUM

ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS

- New Jersey Principal's Certificate
- Teaching/administrative experience at the elementary school level
- Evidence of instructional leadership
- 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.** Provides for the supervision and evaluation of staff under the direction of the building principal.
- 2.** Implements and evaluates curriculum at the building level under the direction of the building principal.
- 3.** Assists the principal in the operation of the building intervention team.
- 4.** Assists the principal in implementing the testing and assessment program under the direction of the Director of Planning & Assessment.
- 5.** Be in charge of lunch duty to be scheduled by the principal.
- 6.** Supervise and support district personnel in implementing the standardized testing program.
- 7.** Work with the principal and staff in planning programs that support parents as partners in their children's education, including after-school and evening activities.
- 8.** Assists the building principal in providing staff development by teaching, modeling and coaching in the use of a variety of instructional strategies.
- 9.** Organizes and implements staff development activities in support of specific district and building goals.
- 10.** Works with staff to promote appropriate student behavior and enable students to develop academically, physically, socially, and emotionally.
- 11.** Organizes and supervises the school wide programs as directed by the principal.
- 12.** Works with colleagues across the district to coordinate activities and promote program articulation.
- 13.** Works with the principal and staff in planning, implementing and supervising after-school and evening activities.
- 14.** Acts as the principal in that person's absence.
- 15.** 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 11 Months

Salary as per ASCA Agreement