

# Stipend - Assistant to the Principal

## JOB DESCRIPTION

**POSITION TITLE**  
**MINIMUM**

**ASSISTANT TO THE PRINCIPAL - STIPEND**

**QUALIFICATIONS**

- Certified Teacher
- Trained in First Aide and CPR
- Computer proficiency essential
- Excellent people skills

**REPORTS TO**  
**JOB GOAL(S)**

**PRINCIPAL**

To assist the principal in providing curricular, instructional, professional development and administrative support within the building.

### PRIMARY RESPONSIBILITIES

1. Assists the Assistant Superintendent for Elementary and Middle School Education, the Assistant Superintendent for Curriculum and Instruction, the K-5 Supervisor, and the principal to implement the District's curriculum as it applies to the K-5 content areas.
2. Supports the staff development program necessary for teachers to implement the K-5 program.
3. Assists with the development and administration, together with the Assistant Superintendent for Elementary and Middle School Education, the Assistant Superintendent for Curriculum and Instruction, the K-5 Supervisor and the principal, of a budget, including instructional research and staff development, to support the K-5 program.
4. Oversees, with the approval of the Assistant Superintendent for Elementary and Middle School Education, the Assistant Superintendent for Curriculum and Instruction, the K-5 Supervisor and the principal, the selection, purchase and inventory of all textbooks, teaching supplies and equipment to support the K-5 program.
5. Is available for instructional assistance to the K-5 teachers.
6. Assists with the identification of teachers who will provide leadership in the areas of professional development and curriculum development.
7. Provides periodic presentations to parent and other community groups.
8. Assists the principal in conducting curriculum meetings at the elementary schools; attends District curriculum meetings and team and grade-level meetings, in order to effect horizontal and vertical continuity and articulation of the K-12 program.
9. Assists the principal in the operation of the building intervention team.
10. Assists the principal in implementing the testing and assessment program under the direction of the Director of Planning & Assessment.
11. Assists the principal in promoting appropriate student behavior and enforcing discipline as necessary.
12. Be in charge of lunch duty to be scheduled by the principal.
13. Be responsible for building coverage during emergencies (e.g. fire, rescue squad, DYFS) when the principal is in District but not in the building.
  - Coverage does not mean conferencing with parents or other activities of a non-emergency nature.
  - In the event the assistant to the principal judges he/she cannot handle the situation, he/she may call the principal.

14. Other responsibilities as assigned by the principal.

The Assistant to the Principal will not be responsible for supervising, observing or evaluating certified staff.

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

**OF THE POSITION** parents, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT** 10 Months Stipend

Salary as per SOMEA Agreement