

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Assistant Principal**

QUALIFICATIONS: Holds or is eligible for a New Jersey Assistant Principal Certificate

REPORTS TO: Principal

JOB GOAL/MAJOR FUNCTIONS:

As a staff member of school management under the direct supervision of the Principal, the Assistant Principal will be involved with the following: administering discipline program of the school; administering pupil progress reports and records.

AUTHORITY AND RESPONSIBILITY

Operation

Under the direction of the Principal, the Assistant Principal will be responsible for the following:

1. Assist in enforcing state and district rules, regulations and policies in the school.
2. Directing and coordinating the discipline program of the school, including pupil behavior during all phases of the school program.
3. Enforces rules and procedures; supervises students in the building, school grounds, the parking lot, cafeteria, hallways, and assemblies.
4. Ensure discipline events are entered is into student(s) PowerSchool profile as a valid incident for recordkeeping purposes.
5. Prepare recommendations for pupil discipline and/or suspension for approval by Principal or higher authority.
6. Follows up with parents and/or staff regarding discipline referrals.
7. Coordinates and implements program and schedule adjustments for non-achieving students with behavioral challenges.
8. Ensure discipline events are entered is into student(s) PowerSchool profile as a valid incident for recordkeeping purposes.
9. Manages student bus transportation issues; recommends discipline or suggestions to ensure safe travels.

10. Assist in parent/teacher conferences relating to behavioral concerns and/or activities of students.
11. Perform student attendance and/or truancy tasks as directed by Principal.
12. Assist in maintenance and care of the school and its equipment.
13. Coordinate and supervise student performance presentations and assemblies and activities to promote positive student behavior.
14. Assist in developing a positive school climate.
15. Assist in community relations
16. Assuming all duties of the principal and or other administrators in their absence which may include staff and/or classroom observations as designated by the principal.
17. Any and all other duties as delegated from time to time by the Principal.
18. Assisting the Principal and staff to develop behavioral goals for the school.

TERMS OF EMPLOYMENT:

This is a ten and a half (10.5) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of Board policy on evaluation of personnel.

Board Approved: