

**Glassboro School District  
Job Description**

**TITLE:** Substitute Assistant Principal

**QUALIFICATIONS:**

1. New Jersey Supervisor Certificate or administrative certificate.
2. Three years teaching experience.
3. Three years coaching experience as a head coach and assistant coach in another sport.

**REPORTS TO:** High School Principal

**SUPERVISES:** Teachers, all members of the coaching staffs, all advisors of student activities, supportive personnel and students needed for crowd control, ticket sales, light and sound systems, facilities and grounds

**POSITION GOALS**

1. To direct and coordinate discipline program as well as effectively administer the Discipline Code for assigned students

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assists in operational and organizational matters within the school including student discipline
2. Acts on behalf of the principal in the absence of the principal of other designated office in NJSIAA, conference, or other athletic and co-curricular proceedings
3. Implement appropriate communication forms and procedures whereby lines of communication are maintained between the instructional staff and the home/school office relative to a discipline case
4. Maintains a good working relationship with faculty and student body
5. To provide for and maintain disciplinary action that is beneficial in modifying student behavior
6. To solicit parental input in the decision making process where deemed efficient and appropriate
7. To assist in the smooth operation of the total school program in such areas as school facilities, professional and non-professional personnel and educational programs in conjunction with or in the absence of the school principal
8. Performs such other duties which are within the scope of his/her employment and certifications as assigned by the

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principal, subject to the approval of the Superintendent of Schools, in accordance with New Jersey State law, State Board of Education rules and regulations, and Glassboro Board of Education

#### **Added items of responsibility:**

9. Supervise student behavior in both cafeterias prior to the start of classes; 7:30am – 7:50am.
10. Supervise student behavior in cafeterias during lunches 11:25am – 11:55am; 12:25pm – 12:55pm.
11. Monitor students between change of each instructional block
12. Supervise C hall and bus pick-up area at the end of each day until students have been picked up
13. Supervise and monitor student lunch privileges for the school year.
14. Supervise on campus parking privileges for students and staff.

#### **TERMS OF EMPLOYMENT (ADDED):**

On an as needed basis. Salary will be the per diem rate of the Head Teacher Stipend.