



ASSISTANT PRINCIPAL

Qualifications:

1. Valid New Jersey administrative certificate with appropriate endorsement.
2. Successful experience as a certified teacher.
3. Such other alternatives to the above qualifications the Board of Education may find appropriate and acceptable.

Reports To: Building Principal

Job Goal:

To assist the Principal in achieving school goals and promoting the well-being of each student in the school.

Duties and Responsibilities:

1. Assist in supervision, observation, and evaluation of staff.
2. Assist in the interviewing process of personnel during the school year.
3. Assist the Principal in the general administration of the school and serve as Principal when the Principal is absent.
4. Assist the Principal in developing the budget.
5. Assist the Principal in initiating, designing, and implementing curricular programs that meet the needs of students.
6. Serve with parent, faculty, and student groups in advancing educational activities and objectives.
7. Assist the Principal with the reporting and monitoring of student attendance and work with the District Attendance Officer for investigative follow-up actions.
8. Cooperate in the conducting of safety inspections and safety drill activities.
9. Assist with the supervision of student conduct within the school, handle all disciplinary procedures, and keep records of disciplinary actions. Prepare monthly and annual discipline and submit to the Superintendent.
10. Assist in the preparation of reports, records, lists, and all other paperwork required or appropriate for the school's administration.
11. Assist in the coordination and supervision of lunchroom activities and playground activities.
12. Attend special events held to recognize student achievements and attend school-sponsored activities and meetings.
13. Assist in the development of a program of public relations.
14. Implement Board policies and administrative rules and regulations relating to the school.
15. Foster good interpersonal relations among students and staff.

16. Ensure that efficient and appropriate education is provided for all pupils in keeping with the philosophy of Clayton Public Schools Board of Education and the legal requirements of NJAC 6:28
17. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: June 11, 2012
Amended: March 18, 2014
Amended: September 18, 2018

“Clayton Schools...In Pursuit of Excellence”