

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Assistant Principal (Secondary Schools)

REPORTS TO: Building Principal

SUPERVISES: Professional and non-professional staff in the school, as assigned by the Principal

QUALIFICATIONS: New Jersey Principal Certificate or eligibility
Successful teaching experience at the elementary and/or high school level
Demonstrated leadership capability in the areas of curriculum and staff development and student activities, athletics or Special Education
Strong interpersonal and communication skills
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: To assist the Principal in the effective administration of the school

PERFORMANCE RESPONSIBILITIES:

As directed by the Principal:

1. Serves as the Chief Administrative Officer in the building in the absence of the Principal.
2. Assists the Principal in the overall administration of the school.
3. Assists in evaluating and coordinating services of non-professional staff.
4. Assists in maintaining the safe operation of the building, including the development and implementation of the crisis management plan.
5. Supervises the reporting and monitoring of student attendance.
6. Assists in maintaining student discipline.
7. Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
8. Assists in the observation and evaluation of professional staff.
9. Assists in the development of in-service programs.
10. Assists in the development of the educational budget for the school.

Assistant Principal (Secondary Schools)

11. Assumes responsibility for one or more of the following areas:
 - Purchasing, maintenance and distribution of supplies and equipment
 - Scheduling
 - Child Study Team and other student support services
 - Co-curricular activities
 - Athletics
 - Curriculum areas as directed by the building Principal
 - Custodial staff

12. Performs other tasks and assumes such responsibilities as designated by the Principal.

Approved: 6/9/94
Approved 5/12/09
Revised: 9/24/09