

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL FOR STUDENT ADVOCACY

REPORTS TO: Building Principal

SUPERVISES: Professional and non-professional staff in the school

QUALIFICATIONS: New Jersey Principal Certificate of eligibility or standard certificate
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
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

JOB GOAL: To assist the Building Principal in the effective administration of the schools in the area of student advocacy and affairs.

ASSIGN: 10.5 month position annually

PERFORMANCE RESPONSIBILITIES:

As directed by the Building Principal:

1. Assists in the overall administration of the school in the area of student advocacy and affairs.
2. Assists in the observation, evaluating, and coordinating services of the professional and non-certified staff.
3. Supervises the reporting and monitoring of student attendances.
4. Shares responsibility of student discipline and advocacy as designated or directed by Building Principal.
5. Serves with parent, faculty and student groups as requested in advancing the educational and related activities and objectives.
6. Assists in the development of Professional Development programs or staff.
7. Assists Building Principal and others in the development of the educational budget for the school in the area of advocacy and student affairs.
8. Work cooperatively with the SRO/Juvenile Police Department/SSO.
9. Oversees all student activities, class trips and school assemblies.
10. Oversees the busing, and assists the transportation department with any issues that arise in conjunction with students or trips.
11. Oversees the collection and deposit of all bursar items.
12. Oversees the Brooklawn Bridges/Central Connections annually.
13. Assists with all public relations in collaboration with the building principal.
14. Performs such other duties that may be assigned by the Building Principal and/or District Central Office.

Board Approved: November 12, 2015

Revised: September 22, 2016