



BRICK TOWNSHIP PUBLIC SCHOOLS

Title: Assistant Principal

Qualifications:

1. Valid New Jersey Principal and/or School Administrator Certificate
2. Master's Degree in Administration and Supervision
3. Minimum of three years of administrative experience
4. Minimum of five years of teaching experience preferred
5. Strong skills in leadership, problem solving, communication and organization
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

Reports to:

Principal & Superintendent of Schools

Supervises:

- All staff assigned to the school

Job Goal:

The Assistant Principal will assist the Principal in providing leadership and working toward establishing and maintaining an educational environment created to meet the social, emotional, and educational needs of all students while adhering to district and community standards.

Performance Responsibilities:

1. Instructional Program Management

- a. Maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board.
- b. Assist in the development of the teacher's schedule for the school as well as scheduling the students.
- c. Keep abreast of current research, innovations, and trends in education by attending workshops, conventions, and by reading educational journals.

2. Student Welfare

- a. Assist in new student orientation.
- b. Assist in the screening all new students for proper placement and referral for children with disabilities evaluation where appropriate.
- c. Assist with organizing co-curricular activities.
- d. Provide for the health, safety, and welfare of all students.



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- e. Communicate with the students, parents or guardians, and community agencies regarding: student discipline, compulsory attendance, special assignments, report cards, failure notices, and staffing.
- f. Maintain an atmosphere conducive to learning by providing concise disciplinary procedures for violation of school rules.
- g. Attend special events held to recognize student achievement, attend school-sponsored activities, functions and athletic events.

3. Personnel Management

- a. Screen all applicant materials and select appropriate candidates for interview.
- b. Interview and recommend for employment prospective candidates for teaching and secretarial.
- c. Participate in the staff orientation program.
- d. Evaluate staff members according to the school district's policy and required by NJ statutes.
- e. Responsible for general administration, which includes the assignment of pupils, assignment of extra-curricular activities, direction and supervision of staff, preservation of discipline and general supervision of classroom procedure.

4. Public Relations

- a. Maintain a public relations program in order to further the community's understanding and support of the educational program.
- b. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for the overall school objectives and programs.

5. All other duties

- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

Terms of Employment:

Twelve-month position; salary as per contract with the BTASA

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Board Approval Date: April 11, 2019