

## **JOB DESCRIPTION**

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**TITLE:** **GREAT MEADOWS MIDDLE SCHOOL ASSISTANT PRINCIPAL**

**QUALIFICATIONS:**

1. New Jersey Principal Certificate or eligibility
2. Successful teaching experience at the elementary, middle and/or high school level
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check

**REPORTS TO:** Principal

**SUPERVISES:** All certificated and non-certified school staff as assigned by, or in the absence of, the principal.

**JOB GOAL:** To assist the principal in providing school-wide leadership

### **PERFORMANCE RESPONSIBILITIES:**

- Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school
- Serves as building administrator in the absence of the principal
- Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders
- Assists in the conducting of safety inspections and safety drill practice activities
- Assists the principal in coordinating transportation, custodial, cafeteria and other support services
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions
- Assists in maintaining discipline throughout the school and deals with special cases as necessary
- Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration

- K-8 H.I.B. Coordinator
- Performs such record-keeping functions as the principal may direct
- Supervises teachers and departments as assigned by the principal
- Assists in supervision of the cafeteria during lunch and lunch period activities
- Assists in scheduling and coordinating all health examinations
- Assists in the supervision of extracurricular programs, assembly programs and assignment of faculty members to assist at school functions
- Assists in the coordination and supervision of special programs funded by the state or federal government
- Assists in the scheduling process
- Assists in the planning and supervision of activities to promote pupil and employee health and safety
- Administers the school lock and key program
- Makes periodic inspection of buildings and grounds
- Assists in the supervision of custodial care of building
- Supports the principal in keeping the building in satisfactory condition to meet fire and safety procedure codes
- Assists in the evaluation of the professional staff
- Compiles budget requisitions from teachers and department supervisors
- Is responsible for lesson plans, either directly or through department supervisors
- Maintains liaison contacts with civil authorities relating to vandalism, violence and drug and alcohol abuse
- Performs such other duties as the principal or superintendent may assign.

**TERMS OF**

**EMPLOYMENT:** 11 month position, salary to be determined by the board

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified staff.

Revised: October 16, 2018 & December 19, 2019

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Employee Signature

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Date