

Assistant Principal

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Assistant Principal
- II. Qualifications:**
 - Valid New Jersey Principal Certificate or eligibility
 - Experience as a Classroom Teacher
 - Masters' Degree in Education
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- III. Reports To:** Principal
- IV. Supervises:** School Staff
- V. Job Goal:** To assist the principal in providing school wide leadership and to learn the role of principal.
- VI. Performance Responsibilities:**
 - Assists the principal in the overall administration of the school.
 - Serves as a principal in the absence of the regular principal.
 - Proposes schedules of classes and extracurricular activities.
 - Supervises the preparation of student schedules.
 - Works with faculty in compiling the annual budget request.
 - Requisitions supplies, textbooks, and equipment; conducts inventories; maintains record; and checks on receipts for such material.
 - Assists in safety inspections and safety drill practice activities.
 - Assumes responsibility for 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 student body, and deals with special cases as necessary.
 - Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
 - Administers the student insurance program.
 - Performs such record-keeping functions as the principal may direct.
 - Supervises teachers and departments as assigned by the principal.
 - Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

VII. Terms of Employment:

- Twelve month work year. Salary and work year to be established by the Board.

VIII. Evaluation:

- Performance will be evaluated in accordance with state law and the provisions of the Board of Education's policy on evaluation of Professional Personnel

Board of Education Revision Date: November 5, 2020