

# School District of the Chathams



**259 Lafayette Avenue  
Chatham, New Jersey 07928**

## **JOB DESCRIPTION**

### ***Assistant Principal***

#### **QUALIFICATIONS**

- Valid New Jersey Principal Certificate or eligibility
- Minimum experience as determined by the Board
- Demonstrated leadership capability
- Strong interpersonal and communications skills
- Required onboarding prerequisites including, but not limited to, criminal history background check

#### **REPORTING STRUCTURE**

- Building Principal/Administrator(s)

#### **SUPERVISES**

- All certified and noncertified school staff as assigned by, or in the absence of, the building principal

#### **JOB GOAL**

- To assist the building principal in providing school-wide leadership.

#### **PERFORMANCE RESPONSIBILITIES**

- Assists the principal in duties related to 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 review receipts and purchase orders for such materials
- 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 high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
- Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration
- Performs such record-keeping functions as the principal may direct
- Supervises teachers and departments as assigned by the principal
- Assists in the supervision of the cafeteria during lunch hours
- Assists in scheduling and coordinating all health examinations
- Supervises 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
- Performs such other duties as may be assigned by the principal or superintendent

## **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Administrators Association

## **EVALUATION**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [11/04/2019]