

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## ASSISTANT PRINCIPAL - HIGH SCHOOL

### QUALIFICATIONS:

- New Jersey Principal Certificate or Certificate of Eligibility
- Minimum of five years of successful teaching experience
- Leadership ability in curriculum and staff development, staff supervision and evaluation, and program evaluation
- Excellent interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

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

### PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Supervises the reporting and monitoring of student attendance, and works with the attendance officer for investigative follow-up actions.
7. Assists in maintaining discipline throughout the school.
8. Supervises extracurricular programs, assembly programs and community functions.
9. Assists in the scheduling process.
11. Assists in the planning and supervision of activities to promote pupil and employee health and safety
12. Performs such other duties as the principal or superintendent may assign.

### TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

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## STATEMENTS OF AGREEMENT:

### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/16/2007

Revised: 9/9/2020