

## Vice Principal

### General Job Description

Vice Principals report directly to the Principal and assume supervision on behalf of or in the absence of the Principal. At the discretion of the Principal, specific responsibilities and latitude of independent action will vary, but they will assist in the administration of the school and provide leadership. Vice Principals will assist in the formulation of policies, organizational plans, goals and objectives in order to develop and maintain an educationally effective school of excellence.

### Specific Duties

- Meet with the Principal to discuss the implementation of school policies and programs.
- Assist the Principal in supervising and evaluating all tenure and non-tenure staff.
- Assist the Principal in assigning teachers to special duties, i.e. cafeteria duty, hall duty, etc.
- Assist the Principal in organizing the promotion ceremony.
- Administer the setup of homerooms.
- Assume responsibility of attendance and discipline.
- Assist in the supervision of pupil activities (dances, proms, plays) which may occur in the evening or weekends.
- Prepare pupil census for local, state, and federal reports.
- Arrange and conduct State and Local Assessment tests.
- Complete reports for State and Local Assessment tests.
- Assume responsibility for the documentation needed for mandated programs.
- Arrange for class coverage in case of teacher absence.
- Assume the responsibility of student scheduling at the direction of the Principal.
- Assist the Principal in interpreting school programs to the community.
- Work with special service personnel and non-school agencies on pupil personnel problems.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Assume responsibility for coordinating student/teacher and student/observer assignments.
- Assist the Principal in identifying areas related to the functioning of the school which can be computerized.
- Attend monthly Board of Education meeting when requested.
- Assist the Principal in reviewing new textbooks.
- Arrange personal time schedule to meet the requirements of the position of Vice Principal.
- Assist the Administrative Assistant in supervising the staff on cafeteria duty.
- Be knowledgeable of district and school goals and programs.
- Maintain an effective, positive working relationship with staff.

- Assist the Principal in arranging in-service workshops.
- Prepare and submit all reports, as requested by Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members.
- Be knowledgeable of new educational trends.
- Assist the Principal in writing Professional Growth Plans.
- Complete additional assignments as directed by the Principal.
- Demonstrate global planning skills.
- Be visible in the halls and other parts of the building.
- Prepare and complete paperwork after school hours.
- Confer with Principal and Administrative Assistant on decisions concerning attendance and discipline problems.
- Performs other duties which may be assigned by his/her superior(s) under authority of the Board of Education.

#### Qualifications

Must have a Master's Degree and Principal certification to be in compliance with New Jersey State Department Certification regulations.

Must have completed three (3) years of successful teaching in grades 7-12.

Demonstrate ability to relate to the students, professional staff, parents/guardians, and members of the community.