

**PISCATAWAY TOWNSHIP SCHOOLS
PISCATAWAY, NEW JERSEY**

I. TITLE: ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL

II. QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or Certificate of Eligibility.
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communication skills.
5. Such other qualifications of academic, professional and personal excellence as the Piscataway Township Board of Education may specify.

III. REPORTS TO: Principal

IV. SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

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

VI. 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. Assists with requisitions for supplies 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. Assists with issues involving student attendance and works with the truant officer for investigative follow-up actions.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports.
8. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
9. Performs such record-keeping functions as the principal may direct.
10. Assists in the supervision of the cafeteria during lunch hours.

11. Assists with the supervision of extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
12. Assists in the coordination and supervision of special programs funded by the state or federal government.
13. Assists in the scheduling and class assignment process.
14. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
15. Performs such other duties as may be assigned by the Principal, Superintendent, or designee.

VII. TERMS OF EMPLOYMENT: Work year, salary, vacation and holidays according to the negotiated agreement and Board policy.

VIII. EVALUATION: Performance to be evaluated by the Principal or designee(s).