

Oradell Public School District

Job Description

Job Title: ASSISTANT PRINCIPAL AND SUBJECT AREA SUPERVISOR
FTE: Full Time (1.0)
Reports to: Principal [for all building-based job responsibilities] and to the Superintendent [for all job responsibilities related to subject area supervision]
Evaluator: Superintendent & Principal
Salary: As per OAA Contract
Date Approved:
Date Revised: June 8, 2017
Subject Area(s) Assignment: To be determined based upon the knowledge, skills, and qualifications of the successful applicant.

JOB GOALS:

- To assist the Principal in providing school wide leadership
- To support the District's curriculum and teaching staff

JOB QUALIFICATIONS:

1. Valid New Jersey Principals Certificate
2. Minimum five years successful teaching experience
3. Strong interpersonal and communication skills
4. Demonstrated effectiveness in program development, curriculum integration, language arts/literacy, and application of technology across the curriculum
5. Required criminal history check and proof of U.S. citizenship or resident alien status

SUPERVISES:

All certified and noncertified school staff as assigned by, or in the absence of, the Principal.

ESSENTIAL JOB FUNCTIONS:

School Leadership

1. Assists the Principal in duties related 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. Conducts safety inspections and safety drill practice activities.

5. Assists in the development and implementation of the master teaching schedule, classroom assignments, and district testing program.
6. Assists in the interviewing of candidates for stipend positions
7. Serves as the District 504 Coordinator.

Student Discipline, Supervision of Students

1. Serves as school HIB Specialist.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Supervises the arrival and departure of students.
4. Oversees the coordination of the lunchtime program and supervises teachers and aides responsible for lunch supervision.
5. Provides guidance to individual students, resolves individual behavioral problems.
6. Helps establish and implement guidelines for appropriate student behavior in accordance with Board policy and students' rights to due process.

Record Keeping, Reporting and Scheduling

1. Works closely with the Business Office to schedule facilities usage for all school activities that occur during the school day.
2. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
3. Oversees the preparation and assignment of required state data management reports including assigned components of the school-based Realtime system and the NJ SMART system.
4. Oversees the preparation and assignment of required data management reports including assigned components of Link-it! assessment management system.
5. Serves as the Building Testing Coordinator in conjunction with the District Testing Coordinator to oversee the implementation of state-standardized testing, including but not limited to scheduling, room assignments and computer access.

Interaction with School Staff

1. Supervises teachers and departments as assigned by the Principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.

Subject Area Supervision

1. Supervises the teaching staff in assigned subject area(s)
2. Oversees the updating and revision of curricula in assigned subject area(s)
3. Oversees the ongoing professional development of staff members in assigned subject area(s)
4. Oversees the ordering of supplies and materials for assigned subject area(s)

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law, administrative code, and the provisions of the board's policy on evaluations.

WORK ENVIRONMENT:

District-Wide

PHYSICAL DEMANDS:

Standard

TRAVEL:

This position requires travel on occasion to school locations and/or department locations.

TERMS OF EMPLOYMENT:

Salary to be determined by the Board of Education
This is a 12-month, full-time position.

EEO STATEMENT:

Oradell Public School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Oradell Public School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management and the Oradell Board of Education:

Superintendent: _____

Date: _____

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through -7.5 Criminal History Record

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirements

N.J.S.A. 6:3-4A Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C. A. 1100 et seq.