

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: ELEMENTARY VICE PRINCIPAL

QUALIFICATIONS:

1. New Jersey Principal Certificate or eligibility
2. Successful teaching experience at the elementary and/or high school levels.
3. Demonstrated leadership skills in the areas of curriculum development and school improvement.
4. Strong interpersonal and communication skills.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Principal

JOB GOAL: The job of Vice Principal is done for the purpose of assisting the principal in managing overall school site operations in accordance with school, District and State policies; providing instructional leadership to staff, maintaining safety of school environment; coordinating site activities; communicating information to staff; addressing situations, problems and/or conflicts that could negatively impact the school, and representing the school in the community.

PERFORMANCE RESPONSIBILITIES:

1. Plan, organize, coordinate, implement and participate in programs and activities related to the operation of an assigned elementary school, including instruction, student discipline and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
2. Perform a variety of administrative duties to assist the Principal in managing the school and assume the duties of the Principal in his/her absence.
3. Assist with supervision and evaluation of the performance of designated certificated staff; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.
4. Assist with development and administration of disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; response to and resolve parent, student and staff complaints; service on discipline or expulsion panels as assigned.
5. Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines.

6. Establish coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.
7. Assist in monitoring and organizing attendance function; prepare letters and call parents as needed regarding absent or tardy students.
8. Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observation; provide recommendations and suggestions as appropriate.
9. Provide direction to the schools' guidance and counseling services, school attendance issues and plan maintenance; assure programs and services meet established objectives and requirements.
10. Assure the health, safety and welfare of students.
11. Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.
12. Assist with monitoring the school budget; order supplies as needed; manage student body accounts as assigned.
13. Perform other related duties assigned by the Superintendent.

TERMS OF

EMPLOYMENT:

Salary for a twelve-month work year as per FRAA contract..

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent in accordance with the Board's policy on evaluation.

APPROVED BY: _____ **Board of Education** _____ **DATE:** August 18, 2008

REVISED: _____