

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: MIDDLE SCHOOL 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. Manages student behavior for the purpose of maintaining school safety.
2. Processes student disciplinary actions, personnel actions and/or related matters for the purpose of documenting such actions and adhering to district policies and/or education regulations.
3. Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
4. Chairs meetings (e.g. curriculum, safety, site, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
5. Evaluates personnel for the purpose of ensuring standards are achieved and performance is maximized.
6. Leads continuous school improvement process involving all staff, site council, area reps for the purpose of school improvement and data-based decision-making.
7. Leads development of a program of student extra-curricular activities for the purpose of enhancing student learning.
8. Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
9. Selects personnel for the purpose of recommending hires to the School Board for action.
10. Manages school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
11. Prepares various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information.
12. Presents information on various topics for the purpose of communicating information and gaining feedback.

13. Recommends policies, procedures and/or actions (e.g. personnel, equipment, disciplinary issues, etc.) for the purpose of providing personnel with direction and/or data for decision making.
14. Represents the school to the community for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
15. Other Job Functions:
16. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

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:** July 14, 2008

REVISED: _____