

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Five years successful teaching experience.
2. Master's degree required.
3. Principal's certificate required.
4. Strong interpersonal and communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To assist and support the Principal to insure administration of the district educational programs, policies and regulations, school goals and objectives.

SUPERVISES:

Such staff members as the building principal designates.

REPORTS TO:

Building Principal

TERMS OF EMPLOYMENT:

Twelve-month year; Salary as established by the Board of Education/Matawan Regional Administrators Association Agreement.

EVALUATION:

Performance of this job will be evaluated by the Principal in accordance with provisions of the Board's policy on evaluation of professional personnel.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Supports teachers in the instructional process.
2. Studies and evaluates, and as appropriate, recommends adoption of new instructional materials, methods, and programs.
3. Assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
4. Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
5. Conducts meetings and attends relevant school, district, and professional meetings as necessary.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

ASSISTANT PRINCIPAL

PERFORMANCE RESPONSIBILITIES (continued)

6. Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements, if necessary.
7. Assumes responsibilities for the ordering, inventorying, and distributing of all department instructional materials.
8. Evaluates teacher performance and makes recommendations to the principal regarding personnel.
9. Advises the principal on budgetary needs.
10. Assists principal in the planning and implementation of effective programs of supervision and evaluation.
11. Assists the principal in the overall administration of the school.
12. Serves as principal in the absence of the regular principal.
13. Implements the student discipline program.
14. Assists in the planning and organizing of school sponsored activities, operation of the physical plant, scheduling process, and staff development.
15. Performs such other administrative tasks and assumes such other responsibilities as assigned by the principal.
16. Performs such other administrative tasks as may be assigned by the Superintendent or his/her designee.

DATE ADOPTED BY BOARD: December 12, 2000

DATE REVISED BY BOARD: _____

AGREED TO BY INCUMBENT: _____

DATE: _____