

**CLEMENTON ELEMENTARY SCHOOL  
JOB SPECIFICATIONS  
ASSISTANT PRINCIPAL**

**QUALIFICATIONS:**

1. Master's Degree
2. New Jersey Standard Certificate – Principal
3. New Jersey Standard Teaching Certificate

**REPORTS TO:**

Superintendent/Principal

**JOB GOAL:**

To provide for high standards of student conduct and to provide leadership for educational programs and student activities.

**EMPLOYMENT:** (Term) 12 months

1. Assists with school programs and activities including development, revisions, and evaluations.
2. Conducts meetings with the staff as necessary for the proper functioning of the school.
3. Conducts formal and informal/walkthrough evaluations on non-tenured and tenured staff.
4. Supervises and evaluates selected professional and non-certified personnel.
5. Assists in the recruiting, screening, hiring, and training of school personnel.
6. Oversees student attendance and academic action plans.
7. Implements a discipline policy in cooperation with appropriate personnel that is fair, consistent and well understood by students and parents.
8. Ensures the effective and quick resolution of conflicts including student discipline.
9. Assists with fire drills and any other necessary emergency preparedness programs.
10. Contributes to the safety and administration of the school safety plan including supervising the safety and security of pupils, buildings, parking areas, and grounds.
11. Oversees all student co-curricular and after-school activities.
12. Assists with all scheduling of students, staff, and after-school programs.
13. Supervises auxiliary services (safety program, library service, textbooks, audiovisual equipment and supplies).
14. Oversees all 504 plans in collaboration with the guidance counselor.
15. Serves as a member of such task forces and committees and attend such meetings as the Superintendent/Principal shall direct.
16. Provides instructional resources and materials to support teachers and curriculum.
17. Assists in the implementation, maintenance, and supervision of all curriculums unit plans.
18. Assists with the implementation, maintenance, and supervision of all school assessments.
19. Assists in the development, implementation, and evaluation of the district's in-service training Programs.
20. Participates in and presents professional development activities
21. Assists in the applications for competitive grants.
22. Supervises Title I staff.
23. Attends school-sponsored activities, functions and events held to recognize students and staff.
24. Assists the Superintendent/Principal as assigned.
25. Will serve as the school/district Anti-Bullying Coordinator.
26. Is the Director of Special Education.

**BOE APPROVED:**