



West Windsor-Plainsboro Regional School District Job Description

Job Title: Assistant Principal
Department: Administration
Reports To: Building Principal
Salary Guide: WWPAA; 12 Month Contract
Prepared Date: 24 May 2022

Position Summary: To assist the building principal in administering duties in order to promote the educational well-being of each student. Although specific duties are listed below, the responsibilities will change depending on the school needs as determined by the principal.

Qualifications: Valid New Jersey Principal endorsement or certificate of eligibility required. Demonstrated leadership skills in the areas of curriculum development and program evaluation, staff development and school improvement. Strong interpersonal and communication skills. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

Administration

- Assist or coordinate the overall supervision and administration of the school.
- Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
- Serves as building administrator in the absence of the principal.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Prepare and review the development and revision of the student handbook.
- Assist in the preparation of teachers' schedules, duties, and student placement.
- Assist the principal in developing the school budget.
- Performs such record-keeping functions as the principal may direct.
- Plan and supervise fire drills and an emergency preparedness program in relation to our crisis management plan.
- Assists the child study team with referred cases.
- Assists in maintaining discipline throughout the school.
- Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
- Assists in the coordination and supervision of special programs funded by the state or federal government.

Personnel Supervision

- Assist in the recruiting, screening, hiring, training, assigning, and evaluation of the staff.
- Assist the principal in interviewing potential candidates for various positions.
- Supervises teachers and departments as assigned by the principal.

Curriculum

- Assist the principal in curriculum development.
- Assist in the development, revision, and evaluation of the curriculum.

Human Relations

- Assist the principal in maintaining a liaison between the school and special community groups, such as the police department, PTA, and parent advisory committees.

Other

- Performs other duties, which may be assigned or required by law, code, regulation/board policy.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Assistant Superintendent for Pupil Services in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 5/24/2022

CERTIFIED BY: C. J. Cornella
Director for Human Resources

