



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Assistant Principal High School	
REPORTS TO:	High School Principal	
DATE APPROVED:	Readopted – August, 2019	BY: Board of Education

NATURE AND SCOPE OF JOB:

Assumes responsibility for supervising the students and staff, assisting the High School Principal with Implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students meet and exceed the New Jersey Student Learning Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Assistant Principal works collaborately to lead and nurture members of the school staff and to communicate effectively with parents and members of the community. Inherent in the position are the responsibilities for discipline of students, supervision of staff, curriculum development, program evaluation, supervision of extracurricular activities, financial management for the class assigned over the four years.

QUALIFICATIONS:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 chapter 11, with a principal endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Have a minimum of five (5) years of excellent experience in teaching and/or administration, and working with adolescents.
3. Demonstrate excellent organizational skills and the ability to motivate people.
4. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
7. Demonstrate aptitude and competence for assigned responsibilities.
8. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior
2. Organizes, manages, evaluates, and supervises effective and clear procedures for the functioning of the class assigned, consistent with operations of the total school, and consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in

the New Jersey Student Learning Standards (NJSLS), program evaluation extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management for the class, personnel management, and community relations. Ensure compliance with all laws, administrative codes, board policies and regulations.

3. Supervises in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates positive morale among staff and students.
4. Prepares all required reports regarding violence, vandalism, attendance and discipline matters.
5. Visits each classroom daily.
6. Counsels students and works closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
7. Checks staff attendance and assigns appropriate coverage.
8. Conducts discipline and suspension hearings in accordance with established school and district procedures.
9. Establishes a professional rapport with students and with staff that earns their respect.
10. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
11. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
12. Supervises and provides supervision for non-classroom areas as assigned.
13. Supervises breakfast and lunch periods.
14. Consults with the Principal on teacher observations.
15. Notifies immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
16. Coordinates school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.
17. Assists the High School Principal in establishing a Master Schedule for the school.
18. Checks instructional materials and maintain inventories.
19. Supervises instructional programs for the class assigned and/or for programs assigned by the High School Principal, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
20. Develops with individual staff members a Professional Development Plan (PDP).
21. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.
22. Assists the High School Principal with curriculum development, program evaluation, allocation of instructional materials and resources, and coordination of activates of departments assigned, ensuring that curriculum is current and addresses the New Jersey Student Learning Standards (NJSLS).
23. Reviews progress reports and mid-year and final examinations for the departments assigned.
24. Supervises certificated and non-certificated personnel as assigned by the High School Principal to

- ensure that all job responsibilities are met and exceeded.
25. Ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth, and excellence, in accordance with law, board policy, and contractual requirement.
 26. Observes teachers, hold follow up conferences and maintain records on suggestions for needed improvement.
 27. Recommends opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
 28. Works closely with the Advisors and Supervisors to coordinate activities of the class and extra-curricular activities that support the New Jersey Student Learning Standards (NJSLs).
 29. Maintains financial records for the class, ensuring that school and district policies are followed. Correct any audit exceptions immediately.
 30. Plans and presents at faculty meetings when needed.
 31. Be a member of the I& RS Team.
 32. Assures due process in carrying out the discipline code.
 33. Supervises activities of the class, including evening activities, and share in the supervision of school-wide activities as assigned on a rotating basis.
 34. Maintains visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
 35. Maintains locker assignments with functioning combinations, investigates reports of thefts from lockers, and take actions to correct.
 36. Supervises dismissal.
 37. Meets regularly with the administrative staff of the High School, to discuss the operation of the school, identify needs and report on successes.
 38. Keeps the staff informed and seek ideas for the improvement of the school. Conducts meetings as necessary.
 39. Assists the High School Principal with administrative functions of the school as assigned by the High School Principal, including facilities management and scheduling, student activities, school safety and security, emergency procedures, instructional field trips, assembly and special programs, and other areas.
 40. Assists the High School Principal and the staff to create and maintain attractive, organized functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal
 41. environments.
 42. Regularly inspects facilities to ensure compliance with all applicable codes and regulations.
 43. Assumes responsibility for the health, safety, and welfare of students, personnel, and visitors. Follow procedures for emergencies and disasters, following state, local, and district guidelines
 44. Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, but accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
 45. Follows established procedures for providing information to staff, students, and parents, and the media. Notifies the High School Principal immediately of any unusual circumstances.
 46. Provides regular opportunities for students to celebrate success in instructional programs and extracurricular activities, and inform parents and the community of the accomplishments of students, staff, and the school.
 47. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
 48. Checks plan books and maintain records of compliance with policy and regulations in relation to

plan books.

49. Proofread report cards.
50. Uses effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
51. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
52. Completes in a timely fashion all records and reports as required by law and regulation or requested by the High School principal. Answer correspondence promptly.
53. Ensures that personnel and student record keeping procedures comply with state and federal law and district policy. Follow procedures for safe storing and integrity of all public and confidential school records.
54. Attends required staff meetings and serve, as appropriate, on staff committees.
55. Represents the school and district at community, state, and professional meetings.
56. Summarizes, interprets, and disseminates current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
57. Operates electronic and other equipment needed to carry out job functions and responsibilities.
58. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
59. Observes strictly, to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
60. Performs any duties that are within the scope of employment and certifications, as assigned by the High School Principal and not otherwise prohibited by law or regulation.
61. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
62. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.