



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

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| TITLE: | Assistant Principal Elementary School | |
| REPORTS TO: | Elementary School Principal or Director | |
| DATE APPROVED: | Revised/Readopted: June 2021 | BY: Board of Education |

NATURE AND SCOPE OF JOB:

Assists the Elementary School Principal with assigned responsibilities to implement and manage the policies, regulations, and procedures of the Board of Education to ensure that all students meet or exceed the New Jersey Student Learning Standards (NJSLS), following the approved curricula and directives of the school. Achieving academic excellence requires that the Assistant Principal work collaboratively 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, and general operations of the school.

QUALIFICATIONS:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and J.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' experience in teaching and/or administration.
3. Demonstrate 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 communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
8. Demonstrate aptitude and competence for assigned responsibilities.
9. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
10. 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. Assumes responsibility for the operation of the school in the absence of the Principal, in accordance with the Elementary School Principal job description and in compliance with all laws, administrative codes, and Board policies and regulations.
3. Assists the Principal/ Director with administrative functions of the school as assigned by the Principal/Director.
4. Conducts discipline and suspension hearings in accordance with established school and district procedures, ensuring due process.
5. 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.

6. Incorporates procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
7. Prepares all required reports regarding violence, vandalism, attendance, and discipline matters.
8. Reports student attendance and investigate truancy. Attend court proceedings when necessary.
9. Counsels students and works closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
10. Establishes a professional rapport with students and with staff.
11. Displays ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
12. 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.
13. Assists instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning.
14. Supervises assigned non-classroom areas and non-instructional times, including arrival and dismissal of students.
15. Shares in the supervision of school-wide and extra-curricular activities, including evening events.
16. Supervises the instructional programs assigned by the Principal, evaluating lesson plans 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.
17. Notifies immediately, appropriate personnel and agencies and follows 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.
18. Coordinates school and community resources for assigned students who need specialized assistance, including the services of the social worker, nurse, psychologist, and others who may assist the student and family.
19. Meets regularly with the administration of the school to discuss the operations of the school, identify needs, and report on success.
20. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address the range of skills and developmental needs found in the classroom, 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.
21. Assists the Principal/Director in supervising and evaluating staff.
22. Works closely with the nurse to assist students injured in accidents.
23. Prepares reports and recommend changes in procedures and facilities should the conditions warrant.
24. Supervises personnel as assigned by the Principal to ensure that all job responsibilities are met and exceeded.
25. Ensures that Professional Development Plans (PDP) are completed for the staff assigned.
26. 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 requirements.
27. Recommends opportunity 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. Maintains in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
29. Maintains visibility with students, staff, parents and the community be attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
30. Keeps the staff informed and seeks ideas for the improvement of the school

31. Conducts meetings as necessary.
32. Assists the Principal/Director and the staff to create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
33. Regularly inspects facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions.
34. Assumes responsibility for the health, safety, and welfare of students, personnel, and visitors.
35. Follows procedures for emergencies and disasters, following State, local, and district guidelines. Disaster preparedness procedures shall include, fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
36. Follows established procedures for providing information to staff, students, and parents, and the media. Notifies the Principal/Director immediately of any unusual circumstances.
37. 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.
38. Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in school.
39. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
40. Competes in a timely fashion all records and reports as required by law and regulation or requested by the Principal /Director. Answers correspondence promptly.
41. Ensures that personnel and student record keeping procedures comply with State and federal law and district policy. Follows procedures for safe storing and integrity of all public and confidential school records.
42. Attends required staff meetings and serve, as appropriate, on staff committees.
43. Represent the school and district at community, State, and professional meetings.
44. Continues to grow professionally through collaboration with colleagues and professional growth experiences.
45. Maintains a safe working condition and operates electronic and other equipment needed to carry out job functions and responsibilities.
46. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information with legal confines.
47. Observes strictly, to avoid the appearances of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A;12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decision, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
48. Performs any duties that are within the scope of employment and certification, as assigned by the Principal/Director and not otherwise prohibited by law or regulation.

49. 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.
50. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the 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.