JOB DESCRIPTION

PATERSON
BOARD OF EDUCATION

PRINCIPALS
1507 Vice Principal High School
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REVISED

JOB TITLE: VICE PRINCIPAL HIGH SCHOOL
REPORTS TO: The High School Principal
SUPERVISES: Students and staff as assigned by the High School Principal

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 State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Vice Principal works 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, financial management for the class assigned over the four years.

QUALIFICATIONS:
The Vice Principal High School shall:

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 excellent experience in teaching and/or administration, and working with adolescents.

3. Demonstrate excellent organizational skills and the ability to motivate people.

4. Have excellent integrity and demonstrate good moral character and initiative.

5. Hold a valid driver’s license with no serious violations.

6. 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.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.

8. Demonstrate the ability to use computers for word processing, data management, and telecommunications.


10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

11. 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.

12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

13. Meet such alternates to the above qualifications as, as the Superintendent may deem appropriate, acceptable and legal.

14. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.

2. Required documentation outlined in the qualifications above.

3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.


5. Copies of recent evaluations and observations of teaching and administrative performance.


**EMPLOYMENT TERMS:**

The Vice Principal High School shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.

3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Vice Principal High School shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.

2. Organize, manage, evaluate, and supervise 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 Core Curriculum Content Standards, 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 polices and regulations.

3. Supervise 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 high morale among staff and students.

4. Prepare all required reports regarding violence, vandalism, attendance and discipline matters.

5. Visit each classroom daily.

6. Counsel students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.

7. Check staff attendance and assign appropriate coverage.

8. Conduct discipline and suspension hearings in accordance with established school and district procedures.

9. Establish a professional rapport with students and with staff that earns their respect.

10. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.

11. Serve 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. Supervise, and provide supervision for non-classroom areas as assigned.

13. Supervise breakfast and lunch periods.

14. Consult with the Principal on teacher observations.

15. Notify 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. Coordinate 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. Assist the High School Principal in establishing a Master Schedule for the school.

18. Check instructional materials and maintain inventories.

19. Supervise 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. Develop with individual staff members a Professional Improvement Plan (PIP).

21. Ensure 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. Assist the High School Principal with curriculum development, program evaluation, allocation of instructional materials and resources, and coordination of activities of departments assigned, ensuring that curriculum is current and addresses the Core Curriculum Content Standards.

23. Review progress reports and mid-year and final examinations for the departments assigned.

24. Supervise certificated and non-certificated personnel as assigned by the High School Principal to ensure that all job responsibilities are met and exceeded.

25. Ensure 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.

26. Observe teachers, hold follow up conferences and maintain records on suggestions for needed improvement.
27. Recommend 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. Work closely with the Class Advisor to coordinate activities of the class and extra curricular activities that support the Core Curriculum Content Standards.

29. Maintain financial records for the class, ensuring that school and district policies are followed. Correct any audit exceptions immediately.

30. Plan and present weekly faculty meetings

31. Be a member of the IS:& R Team.

32. Assure due process in carrying out the discipline code.

33. Supervise activities of the class, including even evening activities, and share in the supervision of school-wide activities as assigned on a rotating basis.

34. Maintain 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. Maintain locker assignments with functioning combinations. Investigate reports of thefts from lockers, and take actions to correct.

36. Supervise dismissal.

37. Meet regularly with the administrative staff of the High School, to discuss the operation of the school, identify needs and report on successes.

38. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary.

39. Assist 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. Assist 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 environments.

41. Regularly inspect facilities to ensure compliance with all applicable codes and regulations.

42. Assume responsibility for the health, safety, and welfare of students, personnel, and visitors. Follow procedures for emergencies and disasters, following state, local, and district guidelines.
43. 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.

44. Follow established procedures for providing information to staff, students, and parents, and the media. Notify the High School Principal immediately of any unusual circumstances.

45. Provide 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.

46. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.

47. Check plan books and maintain records of compliance with policy and regulations in relation to plan books.


49. Use 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.

50. Use excellent written and oral English skills when communicating with students, parents, and colleagues.

51. Complete in a timely fashion all records and reports as required by law and regulation or requested by the High School Principal. Answer correspondence promptly.

52. Ensure 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.

53. Attend required staff meetings and serve, as appropriate, on staff committees.

54. Represent the school and district at community, state, and professional meetings.

55. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

56. Summarize, interpret, and disseminate 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. Operate electronic and other equipment needed to carry out job functions and responsibilities.
58. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

59. Observe strictly, to avoid the appearance 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 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. Perform 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. Adhere 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.

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 the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers 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:
The High School Principal shall evaluate the Vice Principal High School in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

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Approved       Date