



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: Assistant Principal

- QUALIFICATIONS:**
- A. Master's Degree from an accredited college or university.
 - B. Holds or is eligible for New Jersey Teacher Certification.
 - C. Holds or is eligible for New Jersey Principal Certification. N.J.S.A. 26—2; N.J.A.C. 6:11—10.4
 - D. A minimum of five years teaching experience.
 - E. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION: To assist the principal in the supervision and coordination of the total educational program within the school.

REPORTS TO: School Principal

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Assists in instructional supervision and in the evaluation of school staff.
- B. Helps maintain an effective learning climate in the school.
- C. Maintains high standards of student conduct. Is responsible for teacher and attendance officer referrals. Enforces discipline as necessary, according to due process and the rights of students.
- D. Assists in maintaining the health, safety, and welfare of students and staff. Establishes procedures for the security and accountability of all school facilities, property and equipment



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Page 2 of 2

- E. Supervises building custodial staff in conjunction with the Director of Buildings and Grounds.
- F. Assumes responsibility for scheduling use of school facilities.
- G. Assists the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co—curricular activities, and special events.
- H. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall school objectives and programs.
- I. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- J. Other duties as assigned by the principal or superintendent of schools

TERMS OF EMPLOYMENT: Twelve month position, Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full time employees per the negotiated contract.