



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Assistant Principal for Student Achievement

QUALIFICATIONS:

- A. 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: High School Principal

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Monitors academic oversight and student achievement and addresses any needed modification through curriculum, instructional practices, or professional development.
- B. Assists in instructional supervision and in the evaluation of high school staff using The Danielson Framework
- C. Provides data analysis to facilitators and staff to direct data-based decision making in curricular areas
- D. Communicates academic and professional development expectations with department facilitators. In addition, assesses needs of each department through the facilitators. Arranges monthly meetings with facilitators to explore district and building goals
- E. Under the direction of Central Administration, coordinates, schedules, and manages state assessments, including PARCC and NJ Biology Test



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- F. Oversees the procedures and use of the student information system including grades, master schedule, and curriculum. Coordinates development of Master Schedule with facilitators and counselors
- G. Helps maintain an effective learning climate in the school
- H. Assists the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co—curricular activities, and special events.
- I. 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.
- J. 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.

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.

BOE Approval Date: 9/22/2016

BOE Review Date: