

JOB DESCRIPTION

**TRENTON
BOARD OF EDUCATION
VICE PRINCIPAL**

JOB TITLE: VICE PRINCIPAL

REPORTS TO: Principal

SUPERVISES: All staff assigned to the school based on the direction of the principal

NATURE AND SCOPE OF JOB:

Assist the Principal with assigned responsibilities to implement and manage the policies, regulations and procedures of the Board of Education to ensure that all students meet with academic success. The Vice Principal leads and works collaboratively with members of the school staff to communicate effectively with parents and members of the community. The Vice Principal, working under the direction of the Principal, has responsibilities for teaching and learning, supervision of staff and students, program evaluation and the general operations of the school.

QUALIFICATIONS:

The Vice Principal shall:

1. Hold a valid New Jersey Principal Certificate or Certificate of Eligibility.
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of five years successful teaching experience OR equivalent experience in teaching, leadership and/or administration.
4. Demonstrate oral and written proficiency skills in Spanish (preferred)
5. Demonstrate knowledge and understanding of teaching and learning, program evaluation, child growth and development, effective instructional strategies, classroom management, formative and summative assessments, professional development and data-driven decision-making.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

Administratively Approved – September 7, 2017
Board Approved – September 25, 2017

VICE PRINCIPAL

17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Vice Principal shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA 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 shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance.
2. Supervise the instructional programs assigned by the 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 District policies and initiatives.
3. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence in accordance with state law, Board policy and contractual requirements.
4. Develop, recommend and/or provide professional development opportunities that address the needs of the instructional program and needs of the staff.
5. Use a variety of data sources to inform decision-making in instruction and operations.
6. Assume responsibility for the operation of the school in the daily and/or short-term absence of the Principal, in accordance and compliance with all laws, administrative codes and Board policies and regulations.
7. Assist the Principal with the administrative functions of the school.
8. Supervise personnel as assigned by the Principal to ensure that all job responsibilities are met.
9. Maintain visibility with students, staff, parents and the community by attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
10. Assume responsibility for the health, safety and welfare of students, staff and visitors.
11. Complete in a timely manner all records and reports as required by law and regulation or requested by the Principal. Respond to correspondence promptly.
12. Attend required staff meetings and serve, as appropriate, on school-based and District committees.
13. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
16. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.

EVALUATION

The Vice Principal shall be evaluated in accordance with Board of Education Policy.