SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: VICE PRINCIPAL/DIRECTOR OF CURRICULUM AND PROFESSIONAL DEVELOPMENT

QUALIFICATIONS:

1. Valid New Jersey School Administrator or Principal Certificate.
2. Person must have a minimum of three years teaching experience at K-8 level.
3. Person must have a literacy background.
4. Person must have thorough knowledge of New Jersey Student Learning Standards (NJSLS) and K-8 assessments.
5. Must have strong interpersonal, leadership, and organizational skills to promote articulation and coordination of curriculum, materials, and personnel within district (within and between grade levels and schools, including special education), the sending districts (Lafayette, Frankford, and Sussex-Wantage) and High Point Regional High School.
6. Must be well versed and remain current in all aspects of a K-8 curriculum and have the necessary experience to coordinate and/or supply in-service training, where and when needed within the district, including the training of new personnel.
7. Must have knowledge of ESEA and Title 1 programs.
8. Must be able to assimilate and analyze data obtained from standardized test results in order to make informed decisions concerning the direction of curriculum in accordance with the NJSLS.
9. Have the ability and skill required to communicate effectively with the BOE, administrator, and staff, on a regular basis.
10. Must have experience in delivering best practices in instructional technology in the classroom.
11. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools and Principal

JOB GOAL: To provide leadership in the development, implementation, and coordination of the district's K-8 curriculum. To assist the principal in providing school-wide leadership.
PERFORMANCE RESPONSIBILITIES:

Building Vice Principal Responsibilities

School Leadership

1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.

2. Serves as building administrator in the absence of the principal.

3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.

4. Assists in the conducting of safety inspections and safety drill practice activities.

5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.

6. Greets and interacts with parents and visitors in the absence of the school principal.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.

2. Assists in supervision of the cafeteria during lunch hours.

3. Provides guidance to individual students, resolves individual behavioral problems.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.

2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.

3. Assists in scheduling and coordinating all health examinations.

4. Performs such record-keeping and reporting functions as the principal may direct.
5. Performs duties of HIB Coordinator and Electronic Violence and Vandalism Coordinator for District

Interaction with school staff

1. Supervises teachers and departments as assigned by the principal.

2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.

3. Assists in the coordination and supervision of special programs funded by the state or federal government.

4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

5. Leads the district outdoor education and environmental science program.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.

2. Performs such other duties as may be assigned by the principal or superintendent.

District-Wide Curriculum and Professional Development Responsibilities

1. Works with principals, lead teachers, subject matter specialists and teachers in developing the total school curriculum and assists in the formulation of a philosophy and objective for the instructional plan.

2. Studies, evaluates and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.

3. Provides leadership in the development of the K-8 instructional program and achievement of NJSLS and district goals and objectives.

4. Assist Principals in completing teacher evaluation requirements.

5. Sits on the District Professional Development and Technology Committees. Also coordinates assessment activities and the implementation of the district's in-service education program for the
instructional staff, recommends teacher attendance at conferences, as well as participation in other professional growth activities.

6. Participates in the work of state and national curriculum study organizations and groups.

7. Produces curriculum bulletins, guides, or directories to be distributed to the staff, as required.

8. Completes and Coordinates NCLB Title 1 grant.

9. Schedules and organizes grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.

10. Plans and presents a series of meetings each year for the purpose of interpreting, to the Board of Education and to the parents in public at large, the educational program of the schools.

11. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers, to develop a common file of community resources to enhance the instructional program.

12. Secures and makes available to the staff samples of various instructional materials, textbooks, and curriculum guides.

13. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the Board of Education.

14. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching, and learning.

15. Coordinates with the special services department in planning the instructional program for the special education classes and Basic Skills Instruction.

16. Meets on a regular basis with all lead teachers and special area personnel for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.

17. Will assist principals and staff in developing Student Growth Objectives and Student Growth Percentiles.

18. Will coordinate professional development for the NJ State required observation and evaluation system for staff and administration.
19. Assists in the development and coordination of the sections of the budget that pertains to curriculum and instruction.

20. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.

21. Assumes responsibility for reviewing and evaluating results of district-wide testing programs and for other evaluative measures used by the schools.

22. Will lead and/or assist in the writing and implementation of grants.

23. Will complete all other duties and responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months. Contract and salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified personnel.

DATE APPROVED: