

# JOB DESCRIPTION

ASSISTANT PRINCIPAL

BOARD OF EDUCATION  
FAIRFIELD, NJ

ADMINISTRATION

POSITION TITLE: **ASSISTANT PRINCIPAL**

QUALIFICATIONS:

- Valid NJ Principal Certification or Certificate of Eligibility
- Minimum of 5 years' successful experience in teaching or administrative experience
- Broad knowledge of early childhood growth and development and the principles of school counseling
- Demonstrated leadership skills in program evaluation, staff development, and school improvement
- Strong organizational, leadership, and communication skills
- Required criminal history check and proof of US citizenship or resident alien status

REPORTS TO: 

- Superintendent of Schools

JOB GOALS:

- To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning
- To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil

## PERFORMANCE RESPONSIBILITIES:

### School Leadership and Administration

- Supervise, observe, and evaluate school counselors, interventionists, and education specialists (Math Coach, Reading Specialist).
- Assist the Principals in the management of the schools in accordance with law, administrative code, and Board Policies and Regulations.
- Exercise leadership in school-level planning for improvement of teaching and learning.
- Support and help to maintain effective learning climates in the schools.
- Serve as the district's 504 Coordinator and facilitate positive collaboration between CST, school counselors, and members of the 504 team.

### Student Discipline and Well-being

- Work with the principals to emphasize the fair, consistent enforcement of Codes of Conduct, as well as laws, policies, and procedures regarding student discipline.
- Facilitate the development of school/district-wide programs focused on improving student behavior as well as school culture and climate (ie: student incentives, social-emotional learning).
- Serve as a liaison between students, teachers, and parents regarding behavior and academic performance.
- Perform Harassment, Intimidation, and Bullying (HIB) investigations as needed and ensure compliance of all investigations with New Jersey law and regulations.
- Collaborate with counselors and education specialists to provide intervention strategies for students struggling academically, socially, or behaviorally.

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### Student Services

- Provide direction and support to school counselors in both buildings.
- Ensure the proper implementation of Section 504 accommodation plans, collaborating with staff to provide necessary support for students with disabilities.
- Facilitate communication and collaboration between students, families, and outside support services to address student needs.
- Support and oversee positive behavior support programs that promote a respectful learning environment.

### School Operations

- Assist the Principals in the effective and efficient operation of the schools.
- Facilitate the development of a master schedule for both schools, including student schedules and staff assignments.
- Help ensure compliance with school/district policies, state, and federal regulations/standards.
- Collaborate with administrators and staff on the planning and execution of school events, guest speakers, and district-wide initiatives.

### Instructional Leadership

- Support the development and implementation of school/district-wide behavioral programs and initiatives.
- Collaborate with faculty to monitor and improve classroom management based on student outcomes.
- Support teachers in the implementation of school/district-mandated policies and procedures.
- Conduct formal and informal observations of teachers and other certified staff to promote best practices focused on student growth and achievement.

### Parent and Community Engagement

- Foster positive relationships with students, staff, parents, and the community to promote a collaborative school culture.
- Communicate effectively with parents regarding student progress, behavior, and school policies.
- Attend and participate in various board meetings, school functions, and presentations, as deemed appropriate by the Superintendent.

### Contact with Students, Parents, and the Local Community

- Greet students upon arrival and in the hallways in a positive, friendly manner.
- Supervise student dismissal and interact positively with parents whenever possible.
- Build trust among students and parents through fairness, consistency, transparency, and confidentiality.
- Attend special events held to recognize students and other school-sponsored activities and functions. Speak with clarity, authority, and appropriate earnestness at such events.
- Encourage broad community participation in the affairs of the school.

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### Other

- Assume responsibility for continual professional growth and development by attending conferences, workshops, roundtables, and consortium meetings, as well as reading professional journals and publications.
- Perform other duties, which may be assigned by the Superintendent and/or which may be required by law, code, Board Policy/Regulation.

### TERMS OF EMPLOYMENT:

- Full-time 12-month position
- Terms and conditions as established by the Board of Education

### EVALUATION:

- Performance of this job will be evaluated annually by the Superintendent in accordance with NJ state law and board policy on staff evaluation.

Adopted: August 21, 2025