

Vice Principal - High School

TITLE: Vice Principal – High School

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Superintendent and Principal

TERMS: 12 Months
Hours: 7:30 a.m. – 4:00 p.m.

RESPONSIBILITIES INCLUDE:

1. The maintenance of pupil discipline.
2. The enforcement of pupil attendance regulations.
3. Supervision of substitute teachers when necessary.
4. Works with Principal for the purpose of creating master schedule.
5. Checking of plan books.
6. Oversee the issuance of report cards, progress reports and other general information notices.
7. General supervision of pupils during lunch periods.
8. Oversee daily late and cut slips – clerical organization.
9. Interviewing students on a daily basis regarding lateness, cuts and truants.
10. Parental contact/conferences regarding truancy, cutting, lateness ad unexcused absences.
11. Supervision of the student attendance policy.
12. Observations and evaluations of all teaching staff.
13. Oversee the morning and afternoon detention programs.
14. Oversee the in-school suspension program.
15. Conducts analyses of instructional programs and materials, and works to assure that courses are designed with adequate attention to scope and sequence for effective learning.
16. Serves as a resource person for or leader of curriculum studies and workshops.
17. Assists principal in conducting departmental and faculty meetings.
18. Assists principal in orientation of new staff.
19. Performs such other tasks and assume such other responsibilities as principal may assign.