

**Mountain Lakes Public School District  
400 Boulevard  
Mountain Lakes, New Jersey 07046**

**Job Description**

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**TITLE:** VICE PRINCIPAL

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof

**REPORTS TO:** Principal/Superintendent

**SUPERVISES:** All certified and non-certified school staff as assigned by, or in the absence of, the principal.

**JOB GOAL:** To assist the principal in providing school-wide leadership.

**PERFORMANCE RESPONSIBILITIES:**

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. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
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7. **Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.**
8. **Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.**
9. **Performs such record-keeping functions as the principal may direct.**
10. **Supervises teachers and departments as assigned by the principal.**
11. **Assists in supervision of the cafeteria during lunch hours.**
12. **Assists in scheduling and coordinating all health examinations.**
13. **Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.**
14. **Assists in the coordination and supervision of special programs funded by the state or federal government.**
15. **Assists in the scheduling process.**
16. **Assists in the planning and supervision of activities to promote pupil and employee health and safety.**
17. **Performs such other duties as may be assigned by the principal or superintendent.**

**TERMS OF**

**EMPLOYMENT:**           **Salary and work year to be determined by the board.**

**EVALUATION:**

**Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.**

**Legal References:**

<u>N.J.S.A.</u> 13:1f-19	School integrated pest management act
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendent, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:41-1 <i>et seq.</i>	Fire drills and fire protection
<u>N.J.A.C.</u> 6:3-4.1	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6:3-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6:3-6	Pupil Records
<u>N.J.A.C.</u> 6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6:11-3.1	Certificate required
<u>N.J.A.C.</u> 6:11-6.1	Authorizations - General
<u>N.J.A.C.</u> 6:11-6.2	Endorsements and authorizations
<u>N.J.A.C.</u> 6:11-9.3	Authorization
<u>N.J.A.C.</u> 6:11-9.5	Principal
<u>N.J.A.C.</u> 6:11-12.1	Commissioner's approval of acting administrators

<u>N.J.A.C. 6:11-13</u>	Required professional development for teachers
<u>N.J.A.C. 6:24</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:24-6</u>	Implementation of required programs in secondary schools
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district

Manual for the Evaluation of Local School Districts, Revised September 2002

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.