

# Backup A-2

## Howell Township Public Schools Job Description

- Title:** Vice Principal / Supervisor
- Qualifications:**
1. Principal / Supervisor Certification or Letter of Eligibility
  2. Master of Education or Equivalent Degree from an Accredited College or University
  3. Certification within the supervised specialty preferred
  4. At least three years of teaching experience required.
- Reports to:** Principal for building level duties and the appropriate Assistant Superintendent for district level supervisory responsibilities
- Supervises:** Department Personnel in Assigned Supervisory Area and School Personnel as assigned by the Principal
- Job Goal:** To assist the Principal in providing school-wide leadership and to achieve and maintain standards of excellence in the teaching of an assigned curricular area, so that each student exposed to the subject involved may derive the greatest academic and personal benefit from the learning experience.

### Performance Responsibilities:

#### Vice Principal Role

1. Assist the Principal in the overall administration of the school.
2. Serve as Principal in the absence of the Principal.
3. Assist the Principal in the development of the master schedule.
4. Assist the Principal in the ordering of supplies and materials
5. Assist the Principal when conducting safety inspections and safety drill practice activities.
6. Assist the Principal in the coordination of transportation, custodial, cafeteria, and other support services.
7. Assist the Principal in the maintenance of discipline throughout the student body and address cases as needed.
8. Perform such record-keeping functions as the Principal may direct.
9. Supervise teachers as assigned by the Principal.
10. Perform such other tasks and assumes such other responsibilities as the Principal may assign.

#### Supervisor Role

1. Supervise and evaluate instruction and teaching performance for assigned supervisory area.
2. Plan, organize, and preside over departmental teacher meetings for assigned supervisory area.

3. Promote and hold pre-service and in-service staff development for teachers within assigned supervisory area.
4. Screens all requests for attendance at professional meetings and conferences by teachers in assigned supervisory area.
5. Coordinate departmental curricular revision and development.
6. Serve as chairperson of the textbook selection committee for the assigned supervisory area (where appropriate).
7. Prepare special reports for the Superintendent and the Board on the status of regular and special programs in the assigned supervisory area.
8. Interview and recommend to the Assistant Superintendent for Curriculum and Personnel prospective teachers for the assigned supervisory area.
9. Plan, improve, and oversee assessment program for assigned supervisory area.
10. Familiarize him/herself on a systematic and continuing basis with new trends and publications in assigned supervisory area.
11. Prepare and administer the budget for assigned supervisory area.
12. Perform such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign

Terms of Employment: 10/12 months per year. Salary commensurate with collective bargaining agreement for 10 and 12 month Vice Principals

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

**BOARD APPROVED: March 16, 2016**