

Caldwell – West Caldwell Public Schools

Job Description

Title: **Vice Principal**

QUALIFICATIONS:

1. NJ Certification as Principal
2. Minimum 3 years of teaching experience

REPORTS TO: Principal

RESPONSIBILITIES:

1. Assist the Principal in the performance of his/her duties
2. Assist in the direction, counseling, aid, and supervision of the teachers, and see that the work in all rooms and departments is conducted in accordance with the laws of the state, the philosophy of the school district, and the policies of the Board of Education
3. Assist in supervising all personnel assigned to that building (teachers, secretaries, custodians, nurses, aides, cafeteria help)
4. Know and administer the general programs and policies of the school district as they apply to the school, and make available to the staff all general school regulations as they are enacted by the Board of Education or Superintendent of Schools
5. Take steps, through a continuous self-improvement program, to keep abreast of modern trends and practices on educational leadership and education in general
6. Assist the principal in making written evaluations of each member of the staff of the school each year, and make the same available to the Superintendent