

Fairview Public Schools  
Fairview, New Jersey

JOB DESCRIPTION

TITLE: Elementary Vice Principal

REPORTS TO: Building Principal/Superintendent of Schools

QUALIFICATIONS: New Jersey Principal Certificate or eligibility  
Successful teaching experience at the elementary level  
Demonstrated leadership skills in the areas of curriculum  
development and program evaluation; staff development  
and school improvement  
Strong interpersonal and communication skills

SUPERVISES: All professional and non-professional staff in the school

JOB GOAL: To provide assistance to the building principal and assist with  
administrative leadership duties for the building principal of the school building to which  
assigned. To assist the building principal and carry out duties as assigned by the principal  
as the instructional leader of the school building.

Evaluation: Is evaluated using the Achieve NJ Principal/AP/VP evaluation  
components; Principal practice Principal Goal and SGO average and in select schools and  
grade levels mSGP calculations with the district evaluation model (McREL) by the  
Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

1. Interprets and enforces district policy and administrative regulations as directed by the principal/superintendent.
2. Establishes and enforces school policy and regulations consistent with those established by the district.
3. Develops, interprets and enforces regulations that are in accordance with Board policies and administrative procedure (as interpreted by the Central administration) and which improve school effectiveness and efficiency, and support educational efforts.
4. Maintains a program for personal and staff professional growth and cooperation which stimulates creativity and innovation.

5. Evaluates staff members as assigned by the building principal regarding their performance using the district evaluation model (McREL) and Achieve NJ Teacher evaluation components; Teacher Practice and Student Achievement and for select teachers, Student Growth Percentiles.
6. Assigns and directs the activities of school professional and non-professional staff members in the performance of their duties.
7. Develops, maintains, systematically evaluates and improves programs to enhance learning that respond to student and community needs and that reflect the involvement of those affected in the development.
8. Utilizes and maintains plant facilities efficiently to provide appropriate environment and reasonable health and safety standards.
9. Assists in the development and execution of the district's system of personnel selection, assignment and supervision; supports evaluation which encourages growth of staff performance.
10. Institutes and maintains a program of community/staff/student relations that promotes effective communication and participation and that fosters positive human relations and good morale.
11. Implements and executes systems of budget planning, record keeping and reporting to serve the needs of the school, the community and the district as assigned by the principal/superintendent.
12. Initiates, designs and implements instructional programs which meet the specific needs of the school.
13. Organizes and administers the school's public relations program.
14. Supervises the daily use of school facilities for both academic and non-academic purposes.
15. Provides for adequate inventories of property under the jurisdiction of the school unit and for the security and accountability of that property.
16. Approves master teaching schedules and special assignments as assigned by the principal.
17. Assists the principal in preparing the school budget and supervises school finances.
18. Assists the principal in supervising the maintenance of all required records and reports.

19. Maintains active relationships with the students, parents, and community.
20. Supervises all activities and programs that are part of the school curriculum as assigned by the principal.
21. Is responsible for all official school correspondence and news releases as assigned by the principal.
22. Attends meetings as required or approved by the Principal/Superintendent.
23. Provides personal and professional self-renewal through in-service work and involvement in professional organizations, and encourages growth and development of staff through similar activities.
24. Solicits assistance of district supervisors and other resources as required to improve the instructional program.
25. Keeps the Principal/Superintendent informed of school activities and problems.
26. Makes recommendations regarding programs and services for the school to the principal/superintendent.
27. Participates in CST meetings as needed.
28. Oversees the I&RS Committee in the building as assigned by the principal.
30. Develops and maintains a Crisis Management plan under the direction of the Principal/Superintendent.
31. Develops and maintains a building security plan under the direction of the Principal/Superintendent.
32. Performs other duties as may be deemed necessary by the Principal/ Superintendent in fulfilling district-wide responsibilities.
33. Steps in to fulfill the responsibilities of the building principal if the principal is unable to perform the necessary duties.

Adopted by the Fairview Board of Education: June 7, 2018