

# FAIRFIELD TOWNSHIP SCHOOL DISTRICT CUMBERLAND COUNTY, NJ

HAS THE FOLLOWING ANTICIPATED CERTIFICATED POSITION AVAILABLE

## ASSISTANT PRINCIPAL GRADES 5-8

### QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or Eligibility.
2. Grade 5 through Grade 8 teaching experience preferred.
3. Demonstrated leadership skills in areas of curriculum development, program evaluation, staff development and school improvement.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Chief School Administrator

**JOB GOAL:** -To provide leadership and managerial oversight of the instructional program and school operations.  
-To ensure a school climate that fosters the educational development of each pupil.

### PERFORMANCE RESPONSIBILITIES:

- \* Assumes responsibility for the management of the school in accordance with law, administrative code and Board of Education policies and regulations.
- \* Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
- \* Prepares and submits the school's budget requests and monitors the expenditure of funds.
- \* Establishes and maintains an efficient office system to support the administrative functions of the school.
- \* Ensures the safekeeping of student and personnel files and other confidential records and documents.
- \* Maintains high standards of student conduct and enforces discipline in accordance with law, administrative code and board of education policy and the students' rights to due process.
- \* Plans and supervises fire and other emergency drills as required by law and board of education policy.
- \* Prepares/supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
- \* Conducts staff meetings as necessary for the proper functioning of the school.
- \* Acts as a liaison between the school, home and community.
- \* Keeps the chief school administrator of schools informed of school activities and needs to assist in the effective and efficient operation of the school and the district.
- \* Assumes responsibility for his/her continuing professional growth and development.
- \* Attends school-sponsored activities and functions.
- \* Ensures the proper collection, safekeeping and accounting of school activity funds.
- \* Performs other duties which may be assigned or required by law, code, regulation, or board of education policy.
- \* Knowledge of NJ Learning Standards.
- \* Knowledge of new evaluation rubric.
- \* Knowledge of achieve NJ.
- \* Technology and scheduling skills.

**TERM OF EMPLOYMENT/SALARY:** 12 Month Employee /Salary Determined by BOE

**BENEFITS:** Medical, Dental, Prescription & Optical Plan

SUBMIT LETTER OF INTEREST, RESUME, COPIES OF CERTIFICATIONS & OFFICIAL TRANSCRIPTS TO:

Office of the Superintendent  
Fairfield Township School District  
375 Gouldtown-Woodruff Road  
Bridgeton, NJ 08302  
(856) 453-1882 – Phone  
(856) 453-7189 – Fax

Or Email to [employment@fairfield.k12.nj.us](mailto:employment@fairfield.k12.nj.us)

**Closing Date: Until Filled**

\*\*\*\*\*FAIRFIELD TOWNSHIP PUBLIC SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\*\*\*

The FAIRFIELD TOWNSHIP Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.

The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

DATED: 05/30/2018