

# FAIRFIELD TOWNSHIP PUBLIC SCHOOLS CUMBERLAND COUNTY, NJ

HAS THE FOLLOWING CERTIFICATED POSITIONS AVAILABLE

## ASSISTANT PRINCIPAL Pre K-4\ SUPERVISOR OF STUDENT SERVICES

### QUALIFICATIONS:

1. VALID NEW JERSEY PRINCIPAL CERTIFICATE OR ELIGIBILITY
2. PRE-K THROUGH GRADE 4 TEACHING EXPERIENCE PREFERRED
3. SPECIAL EDUCATION EXPERIENCE PREFERRED
4. DEMONSTRATED LEADERSHIP SKILLS IN AREAS OF CURRICULUM DEVELOPMENT, PROGRAM EVALUATION, STAFF DEVELOPMENT AND SCHOOL IMPROVEMENT
5. STRONG INTERPERSONAL AND COMMUNICATION SKILLS
6. REQUIRED CRIMINAL HISTORY BACKGROUND CHECK AND PROOF OF U.S. CITIZENSHIP OR LEGAL RESIDENT ALIEN STATUS

**REPORTS TO:** SUPERINTENDENT\PRINCIPAL

**JOB GOAL:** -TO PROVIDE LEADERSHIP AND MANAGERIAL OVERSIGHT OF THE SCHOOL OPERATIONS AND STUDENT SERVICES  
-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
- \* PROVIDES LEADERSHIP IN THE DEVELOPMENT OF THE DISTRICT'S SPECIAL EDUCATION PROGRAM; COORDINATES AND SUPERVISES RELATED ACTIVITIES
- \* KEEPS INFORMED OF ALL LEGAL REQUIREMENTS GOVERNING SPECIAL EDUCATION, KEEPS STAFF INFORMED, ENSURES ALL REQUIREMENTS ARE MET UNDER ADMINISTRATIVE CODE, STATE/FEDERAL LAW AND BOE POLICIES ARE MET.
- \* SERVES AS A MEMBER OF THE CHILD STUDY TEAM.
- \* 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
- \* 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
- \* ACTS AS A LIASON 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
- \* 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 ACHIEVE NJ
- \* TECHNOLOGY AND SCHEDULING SKILLS

**TERM OF EMPLOYMENT/SALARY:** 12 MONTH/SALARY DETERMINED BY BOE

**BENEFITS:** MEDICAL, DENTAL, PRESCRIPTION & OPTICAL PLAN

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

Office of the Superintendent/Principal  
Fairfield Township Public Schools  
375 Gouldtown-Woodruff Road, Bridgeton, NJ 08302  
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: 05/22/18