

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

VICE PRINCIPAL OF STUDENT DISCIPLINE AND ATTENDANCE

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility.
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communications skills.
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: BUILDING PRINCIPAL/ADMINISTRATOR(S)

SUPERVISES: All certificated and non-certificated staff as assigned by, or in the absence of, the building principal.

JOB GOAL: To assist the building principal in providing school-wide leadership.

SCOPE OF RESPONSIBILITIES:

1. Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school.
2. Assists the principal in duties related to student discipline and administration of the student handbook and code of conduct.
3. Serves as School Safety Officer for RFH School District, coordinates with local police departments; supervises all security personnel.

4. Serves as HIB Coordinator for RFH School District.
5. Supervises student attendance.
6. Monitors teacher attendance and coordinates substitute teacher coverage as needed.
7. Serves as building administrator in the absence of the principal.
8. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and review receipts and purchase orders for such materials.
9. Assists in the conducting of safety inspections and safety drill practice activities.
10. Assists the principal in coordinating transportation, custodial, cafeteria, extracurricular, and other support services.
11. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
12. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
13. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
14. Performs such record-keeping functions as the principal may direct.
15. Develops Master Schedule with input from Principal, Administrative Team, and Chief School Administrator;
16. Supervises teachers and departments as assigned by the principal.
17. Assists in the supervision of the cafeteria during lunch hours.
18. Assists in scheduling and coordinating all health examinations.
19. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
20. Assists in the coordination and supervision of special programs funded by the state of federal government.

21. Assists in the scheduling process.
22. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
23. Performs such other duties as may be assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: 12-MONTHS – ALIGNED. Salary to be established per the Collective Bargaining Agreement between the Rumson-Fair Haven Board of Education and the Rumson-Fair Haven Administrative and Supervisory Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board’s policy on evaluations of certificated staff.

APPROVED BY BOARD OF EDUCATION: March 8, 2022