

Executive Vice Principal

The Executive Vice Principal, under the direction and supervision of the High School Principal, will have the following duties:

1. To supervise the staff and the instructional program of the high school.
2. To coordinate and assist the department heads with instructional and related problems.
3. To organize and act as chairman of the Faculty Senate Advisory Committee.
4. To assist in the preparation and supervision of the master schedule.
5. To coordinate the functions and services of the Guidance Department with respect to the staff and administration.
6. To coordinate and supervise the preparation of individual student schedule cards including schedule changes following the opening of school.
7. To serve as general chairman of graduation committees and to organize and supervise commencement rehearsals.
8. To conduct make-up meetings for staff members unable to attend the regularly scheduled Principal's meeting because of their participation in other school activities at the time.
9. To be responsible for any other duties assigned by the High School Principal.

Vice Principal

The Vice Principal, under the direction and supervision of the High School Principal, will have the following duties:

1. To be responsible for keeping the account of attendance for students and teachers.
2. To be responsible for the girls' disciplining and problems of all students that relate to attendance.
3. To see that every class has a teacher in charge at all times.
4. To employ substitute teachers from the approved list.
5. To act as department head for Home Economics and Music.
6. To be responsible for any other duties assigned by the High School Principal.

Administrative Assistant

The Administrative Assistant, under the direction and supervision of the High School Principal, will have the following duties:

1. To build the master schedule, to prepare data for the actual scheduling process, and to oversee the start of applying the master to students' schedule cards.
2. To make students' schedule changes in the fall and necessary adjustments through the year; to schedule new entrants through the year.
3. To recommend special assignments for teachers -- corridor duty, resource center supervision, assembly coverage, etc.
4. To interview applicants for teaching positions and student teaching assignments.
5. To serve as liaison person between the principal and department heads.
6. To plan assembly programs and coordinate the school's club program.
7. To supervise the audio-visual program.
8. To take responsibility for school publicity -- in particular, operation of The Nutley Sun's school page.
9. To work toward curriculum development and adjustment of new personnel in the classroom.
10. To be responsible for other duties -- preparation of special reports, etc. -- to be assigned by the principal.

Administrative Assistant

The Administrative Assistant, under the direction and supervision of the High School Principal, will have the following duties:

1. To handle all discipline of boys, other than that related to attendance.
2. To hold parental conferences which will be needed because of behavior problems.
3. To schedule interscholastic athletics and to employ officials for same; to exercise general supervision of all home contests.
4. To be responsible for hall control and to help resolve those traffic problems which may develop.
5. To be responsible for any other duties assigned by the High School Principal.

Department Head

The function of the department head is to act as a member of the Faculty Advisory Council which aids and advises the principal in the formulation of general school practices. The particular duties and responsibilities of the department head are assigned by the principal, and changes in assignments are made at the discretion of the principal.

The department head also assists the principal in phases of his department related to the administration and supervision of the school. In fulfilling this function, the operational performance of this office will generally consist of, but not necessarily be limited to, such activities as the following:

I. Leadership

- A. Is responsible for formulating and/or changing the curriculum.
- B. Keeps abreast of new developments in his field.
- C. Acts as liaison officer between the general administration and supervisory staff and the teachers.
- D. Informs and advises teachers through directives of the philosophy of the Board of Education, the superintendent, the principal, vice principals, and administrative assistants.
- E. Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

II. Supervision

- A. Supervises the work of all teachers in the department through visitations throughout the school year. Individual conferences follow.
- B. Prepares teacher-fitness reports and participates with the administration in teacher conferences related to the fitness reports.
- C. Assists and supervises the work of substitutes.
- D. Inspects for maintenance all the rooms allotted to the department.
- E. Assists teachers and vice principal with a limited number of discipline cases within the department.

III. Scheduling

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- A. Prepares program of studies for his department.
- B. Arranges teachers' programs.
- C. Aids guidance department in scheduling students' programs.
- D. Schedules and arranges the programs for all department meetings.

IV. Selection of Teachers

- A. Interviews candidates.
- B. Cooperates with administration in selection of teachers.
- C. Conducts in-service training.
- D. Holds many individual conferences with all teachers in the department.

V. Budgets

- A. Approves all materials used in his department.
- B. Inventories all textbooks and equipment manually.
- C. Prepares annual budget for textbooks, equipment, supplies, and audio-visual aids.
- D. Reviews all materials (textbooks, equipment, supplies) for possible selection, adoption, or purchase.

Coordinator of Student Affairs

The Coordinator of Student Affairs, under the direction and supervision of the High School Principal, will have the following duties:

1. To prepare and confirm with the Business Office the Student Activities Calendar.
2. To sponsor the activities of the Student Council and Student Advisory Board.
3. To serve as liaison between the school and the community in regard to student affairs.
4. To insure that student opinion is heard at various faculty and administrative meetings.
5. To be responsible for any other duties assigned by the High School Principal.