

### Coordinator of Attendance

The Coordinator of Attendance, under the direction and supervision of the Vice-Principal, ~~shall~~ <sup>WILL</sup> have the following duties:

1. To be responsible for keeping the account of attendance for students and teachers.
2. To see that every class has a teacher in charge at all times.
3. To be responsible for discipline problems that relate to attendance.
4. To employ substitute teachers from the approved list.
5. 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 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.

Vice-Principal

The Vice-Principal, under the direction and supervision of the High School Principal, ~~shall~~ **WILL** have the following duties:

1. To be responsible for the handling of attendance and discipline.
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.