

Vice Principal Responsible to the Assistant Superintendent

The Vice Principal responsible to the Assistant Superintendent shall operate as a staff officer under the direction of the Assistant Superintendent of Schools. The duties shall be:

1. To act as a staff person, responsible to the Assistant Superintendent, in relation to all programs concerned with the education of trainable students.
2. To participate in the in-take procedures for all out-of-district students seeking placement in Nutley's program for trainable students.
3. To maintain an awareness of developments in the field through reading, attendance at meetings, and close contact with the State Education Department so that pertinent knowledge be disseminated to teachers and other personnel working with trainable students.
4. To serve as an adviser on all matters pertinent to curriculum development as it relates to the trainable program.
5. To prepare recommendations for budget purposes.
6. To supervise the completion of all forms required at the local, county and state level.
7. To supervise the record keeping of students enrolled in Nutley's trainable program.
8. To supervise the record keeping of the daily attendance registers at the elementary level.
9. To coordinate a community relations program that would include:
 - a. Serve as editor of the Nutley Schools Newsletter.
 - b. Stimulate interest in having all schools prepare news releases for the local papers.
 - c. Work with principals and other administrators in an attempt to develop parent participation in programs that would lead to better education for students.
 - d. Serve as liaison in the development of daytime education programs for senior citizens.
 - e. Coordinate a program that would bring community resource people into the schools to provide educational programs for Nutley students.
10. To work with the Assistant Superintendent in the preparation of proposals for any and all federal and state funded programs that would be available to Nutley.
11. To develop an in-service program for staff.
12. To be responsible for any other duties assigned by the Assistant Superintendent.

Media Specialist:

The Media Specialist shall work cooperatively with the Superintendent's Office and with other administrators, and shall be directly responsible to the Assistant Superintendent for the following duties:

1. To assist in the establishment of system-wide goals and objectives for the immediate and future implementation of the instructional media program.
2. To assist in the maintaining of appropriate lines of communication with the system's administration.
3. In cooperation with the building principals, shall determine the responsibilities of and plan the activities of the total media center staff.
4. To assist in creating a professional atmosphere in which all staff members work harmoniously at an optimum level and where students and teachers can take full advantage of the resources and services of the media center.
5. To assist in the preparation of budgets and equitable distribution of available funds to the various media centers.
6. To assist in the continuous evaluation and assessment of the effectiveness and potentials of the program resulting in substitution, rejection, modification, reinforcement and renewal of the school media program to meet the present and changing needs of the educational objectives of the district.
7. To assist administrators in planning and developing facilities for the instructional media program.
8. To assist in the interpretation of the program to the public.
9. To study school curriculum organization and recommend ways to improve instruction through applications of education media.
10. To provide first-line assistance in producing appropriate educational media for local use. (Copying slides, preparing graphics, making large transparencies, mounting flat pictures, duplicating materials, and the like.
11. To train to provide student assistants, as needed, to aid teachers in various tasks related to uses of educational media - operating or monitoring equipment, processing materials, duplicating others.
12. To complete any other duties or responsibilities assigned by the Assistant Superintendent of Schools.