

NUTLEY PUBLIC SCHOOLS  
NUTLEY, NEW JERSEY

SCHEDULE E

Job Title: VICE PRINCIPAL, HIGH SCHOOL

Qualifications: An administrative certificate with supervisor, vice principal and principal endorsements.

Duties and Responsibilities:

1. To be responsible for the instruction and supervision of assigned departmental areas, including the cafeteria and the auditorium.
2. To be responsible for the student discipline in grades 11 and 12 and to conduct parental conferences associated with behavioral problems.
3. To assist in the preparation of the master schedule and to coordinate the computer-developed student scheduling process.
4. To coordinate all phases of curriculum development (curriculum guides, middle states) and update and revise annually the Course Descriptions booklet.
5. To be responsible for school traffic and control and maintenance of the school plant.
6. To be responsible for all areas of budgeting and for the preparation of federal and state projects.
7. To be responsible for making special assignments for all teachers.
8. To serve as Chairman of graduation committee to organize and supervise commencement exercises.
9. To act as administrative representative on the committees regarding drugs and alcohol.
10. To work closely with Youth Aid Bureau on matters dealing with youth in school and out.
11. To assist in the development of all grade reporting, student transcripts, and class lists.
12. 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 same time.
13. All other duties assigned by the principal.

Dated: November 19, 1984