

Job Title: Assistant Principal of Students

Reports to: Newgrange School Principal and the CEO

Location: The Newgrange School

Duration: 12 Months

The Company

Newgrange School of Princeton, Inc. is a nonprofit educational institution with over 40 years of experience providing learning opportunities to students with related learning differences. The Laurel School of Princeton, the Newgrange School and the Ann Robinowitz Education Center are all parts of The Newgrange School of Princeton, Inc., a registered 501(c)(3) tax-exempt organization.

Newgrange School – Newgrange is dedicated to improving educational outcomes for individuals with learning disabilities and to empower them to become accomplished and dynamic members of society.

The Laurel School of Princeton – The Laurel School of Princeton is an independent co-educational day school for grades 2 through 12 specializing in educating students language-based learning differences.

Ann Robinowitz Education Center – Our internationally recognized team of experts in the area of learning disabilities, including dyslexia, offers the highest quality professional development, educational evaluations, screenings, consultations and tutoring for students and professionals.

Job Overview/Summary

The Assistant Principal of Students actively supports students and families as they integrate into life and learning at the Newgrange School. This Individual is responsible for attendance, discipline, safety, and related student personnel services and performs the duties within the authority and responsibility delegated by the Principal. The Assistant Principal of Students serves as a resource for building staff, administrators, and parents through working with students, creating a positive school climate, and helping students develop a positive self-concept.

Essential Duties & Responsibilities

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exercises appropriate leadership in processing student behavioral problems including accurate record keeping of infractions as well as communication with parents and staff.
- Develops innovative strategies, preventative approaches, and proactive plans for students who exhibit at-risk behaviors.
- Assists in the role of instructional leader to promote student behavior that is supportive, and conducive, to the implementation of the school's instructional programs and goals.
- Promotes school safety through the planning and implementation of the school's emergency preparedness program.

- Conducts HIB investigations.
- Administers building safety drills (i.e. fire, lockdown, weather-related etc.).
- Recommends, administers and enforces building policies and procedures related to attendance and discipline.
- Conducts HIB investigations.
- Administers building drills (i.e. fire, lockdown, weather-related)
- Responsible for supervising the maintenance and management of each student's attendance and discipline records and policies.
- Counsels individual students and, when necessary, works with Guidance Counseling teams to make appropriate referrals for testing, guidance or psychological counseling.
- Plans and implements preventive disciplinary measures through changes in programming, counseling, schedule changes, behavioral plans, etc.
- Organizes and coordinates academic intervention programs for students including <<insert examples>>.
- Works in conjunction with the principal in supervising all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events
- Makes recommendations for appropriate revisions of and assists in the interpretation of programs, policies and procedures affecting students' lives in school.
- Provides and maintains appropriate communication with family and community, including law enforcement agencies and the judicial systems.
- Assumes other related duties/assignments assigned by the Principal and CEO.

Knowledge, Skills & Abilities (KSA's)

- Strong interpersonal and oral and written communications skills.
- Ability to provide instruction for individuals and groups, and the measurement of training effects.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Advanced knowledge of, and ability to, develop, monitor and evaluate discipline plans and supervision/safety plans.
- Ability to effectively present information and respond to questions from parents, administrators, community stakeholders, etc.
- Strong analytical and problem-solving skills.
- Ability to work well in a team and independently.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to establish and maintain positive relationships with students, school personnel, parents, vendors, peers and other stakeholders.
- Demonstrated adaptive leadership skills and emotional intelligence.

- Ability to focus on broader organizational goals and the individual needs of students and staff members.
- Ability to establish and maintain a positive school culture.
- High degree of confidentiality.

Education, Experience & Certifications

- Masters' Degree in educational leadership, leadership/management, or related degree.
- Experience working with students with learning differences, IEP's, guidance departments, case managers, and taking disciplinary action.
- NJ Jersey Administration/Principal Certification or the ability to immediately obtain it.

Minimum Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily and have the KSA's listed above.
- Must be able to successfully pass a background screening.
- Must have a valid driver's license.
- Must be able to provide professional references.

Physical Requirements

- Frequent use of computers
- Limited bending, squatting, stooping and kneeling
- Occasional walking and standing
- Limited carrying and lifting

Environmental Conditions

- Fast-paced classroom environment
- Attendance required at all school events (i.e. field trips, parent-teacher conference)

Benefits

- Health Insurance: Medical, Dental
- Group Life Insurance & Accidental Death and Dismemberment (AD&D)
- Short-term Disability
- Long-term Disability
- Retirement Plan – 403(b) with Company Matching
- Tuition Reimbursement for Continuing Education
- New Jersey Paid Leave Act
- NJ Sick/PTO
- Paid Holidays, Sick, Vacation Days
- Pre-tax commuter fringe benefit

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Newgrange is committed to the policy of opportunity in employment. It is our policy to recruit and employ qualified persons on the basis of merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, veteran or draft status, or any other protected class as set forth under applicable state and federal civil rights laws. Employment decisions will be based on the individual's qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment. If you have any questions regarding our Equal Opportunity Policy, or if you believe you have in any way been discriminated against, please contact your supervisor immediately. If you cannot discuss the matter with your supervisor, contact the CEO and Heads of Schools.