

Haddon Heights School District
Haddon Heights, NJ

Jr./Sr. High School Vice Principal (Grades 7-9)
Start Date: August 9, 2017

Required Certification:

- Principal Certificate

Preferred experience:

- Minimum of two years' administrative experience
- Minimum of five years' classroom teaching experience
- Evaluation of staff using Marzano evaluation tool

Performance Responsibilities:

- Provides instructional leadership for the educational program through planning, operation, supervision, and evaluation
- Utilizes a shared model of leadership, involving all shareholders in decision-making
- Casts a vision of academic success for all students
- Sets the school's vision, goals and strategies, while supporting those of the district
- Frequently communicates with students, teachers, parents and community members using a variety of mediums including technology
- Uses data to make decisions about curriculum, assessment, instruction and all school improvement efforts
- Provides supervision of all building instructional and non-instructional staff
- Evaluates the effectiveness of both instructional and non-instructional staff performance
- Plans, reviews, and approves professional growth plans for faculty and staff
- Responsible for building of the master schedule
- Responsible for managing student attendance and discipline
- Supervises school activities and events
- Oversees the I&RS and 504 programs
- Performs other duties as assigned by the Principal

Send letter of interest, copy of certification, and resume
By 9:00 a.m. on July 26, 2017, to:

Mr. Michael W. Adams, Superintendent
Haddon Heights Board of Education
316A Seventh Avenue
Haddon Heights, NJ 08035
Fax: [856-547-3868](tel:856-547-3868)
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