

Position Available: Assistant Principal

Blairstown Elementary School | Blairstown, New Jersey

Blairstown Elementary School seeks a student-centered, collaborative, and dedicated educational leader to join our administrative team as Assistant Principal. The ideal candidate will foster a positive school culture, support high-quality instruction, maintain a safe and supportive learning environment, and promote the academic, social, and emotional growth of all students.

Key Responsibilities:

- Assist the Principal with daily school operations, administrative responsibilities, and implementing district policies and procedures.
- Oversee student discipline, investigate Harassment, Intimidation, and Bullying (HIB) allegations, and ensure consistent application of the Code of Conduct.
- Support instructional improvement through classroom observations, teacher feedback, and staff collaboration.
- Monitor student achievement and collaborate with teachers to support data-driven instruction and student growth.
- Coordinate student supervision, transportation-related concerns, and other assigned operational responsibilities.
- Serve on the School Safety Committee and Threat Assessment Team.
- Support the implementation of school safety procedures, student interventions, and restorative practices.
- Build positive relationships with students, staff, families, and the broader school community.

Qualifications:

- Valid New Jersey Principal Certificate.
- Master's degree in Educational Leadership or a related field.
- Knowledge of New Jersey education regulations, student discipline, HIB requirements, and school safety procedures.
- Strong leadership, communication, organizational, and problem-solving skills.
- Demonstrated ability to collaborate with staff, engage families, and make student-centered decisions.
- Commitment to fostering a positive school climate, supporting instructional excellence, and ensuring equitable opportunities for all students.

Position Details:

- **Position:** Assistant Principal
- **Employment Term:** 10-month position, 194 days
- **Salary Range:** \$80,000–\$90,000, commensurate with qualifications and experience
- **Benefits:** In accordance with Board policy and applicable negotiated agreements

Interested candidates are encouraged to submit their cover letter, resume, and certifications to Dr. Patrick Ketch at ketch@blairstownelem.net