**GREENWICH STOW CREEK PARTNERSHIP SCHOOLS File code: 2130.3**

**POLICY MANUAL**

**Policy**

HEAD TEACHER

The board of education authorizes the superintendent to assign a staff member to act as head teacher in the event of the absence of both the superintendent and the assistant principal.

In the case of the absence of both the superintendent and the assistant principal, the designated head teacher is authorized and directed to take necessary action to ensure the health, safety and welfare of all personnel, both staff and students; to protect school property; and to foster the orderly continuation of the educational program.

The superintendent, after consultation with the other administrators, shall submit a list of possible head teacher designees for board of education approval. The designated head teacher shall be compensated at the board of education.

The head teacher shall report to the assistant principal, who will provide training, manuals, equipment and supplies to the head teacher necessary for him/her to function successfully in this role. When it becomes necessary for both the chief school administrator and the assistant principal to be absent from the school during normal school hours, the head teacher will be advised as soon as possible, so that he/she will have ample time to make the necessary adjustments to his/her schedule. It will be the responsibility of the assistant principal to advise the head teacher when it becomes necessary for the head teacher to assume his/her duties. In all cases, the head teacher will be supplied with the means to contact the chief school administrator and/or assistant principal, in order to confer with them and ask advice.

When the head teacher assumes this administrative role, his/her duties shall include, but not be limited to:

A. Assigning staff members as necessary to assure proper coverage in all classes;

B. Handling emergency personnel matters (granting emergency leaves of absence, securing substitutes, etc.);

C. Resolving immediate and critical discipline incidents. Final resolution of these matters will be at the discretion of the assistant principal and/or chief school administrator;

D. Representing the administration at special events and/or after school activities;

E. Assisting the chief school administrator and the assistant principal during emergencies.

In addition to acting on behalf of the superintendent and the assistant principal in their absence, the scheduled duties of the head teacher shall include, but not be limited to verifying that there is ample coverage by assigned staff members during the after school dismissal procedures (bus duty) every day.

The head teacher shall provide a report (verbal or written) to the assistant principal detailing any activities or issues encounter while he/she was acting in the role of head teacher. This report shall be made as soon as possible after the return of the superintendent and/or assistant principal.

The head teacher will support and promote all of the policies of the board while fulfilling the role of head teacher and he/she shall have the support of the administration and the board.

**Greenwich:**

Adopted: October 2, 2008

Revised: September 17, 2015

NJSBA Review/Update: July 2022

Readopted:

**Stow Creek:**

Adopted: April 18, 1983, May 12, 1986

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Key Words

Head teacher, Supervisor, Assistant Principal

**Legal Reference:** N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact

with students; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over students

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.S.A. 18A:37 Discipline of students

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-9 Instructional certificates

N.J.A.C. 6A:9B-11.3 Authorization

N.J.A.C. 6A:9B-11.6 Supervisor

N.J.A.C. 6A:9-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10‑2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10‑4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:10‑5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:10‑6.1 et seq. Evaluation of teaching staff members other than

teachers, principals, vice principals and assistant

principals

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public education

N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:** \*2131 Chief school administrator

\*4115 Supervision

\*4116 Evaluation

\*4117.4/4217.4 Reduction in force/abolishing a position

\*4117.41 Nonrenewal

\*Indicates policy is included in the Critical Policy Reference Manual.