

## **PRINCIPAL**

<b>Reports To:</b>	Superintendent of Schools
<b>Qualifications:</b>	New Jersey Principal Certification
<b>General Description:</b>	Serve as the instructional leader of the school, the primary evaluator of staff of the school and as the administrator of the operations of the building.

### **Major Duties and Responsibilities:**

#### **1.0 ADMINISTRATION**

- 1.1 Serve as supervisor of the operation of the school.
- 1.2 Direct the development of the budget for the school building including staffing needs, instructional materials and book needs and provision for the activities of the school.
- 1.3 Control the budget of the school through the requisition process.
- 1.4 Administer the personnel program of the school with relationship to the school staff in compliance with the policies of the Board of Education.
- 1.5 Recommend annual goals and a strategic plan for the school.
- 1.6 Prepare appropriate reports to the Superintendent as required by the Board of Education, the State Department of Education and the federal government.
- 1.7 Advise and assist the Superintendent in all school related matters.
- 1.8 Attend all administrative cabinet and staff meetings, Board of Education meetings upon request by the Superintendent and appropriate professional development meetings.
- 1.9 Serve as an advisor to the Superintendent on employee relations matters, and in all matters relating to the school.
- 1.10 Administer labor agreements.
- 1.11 Implement Board policies, and recommend policy changes or additions where appropriate.
- 1.12 Keep the Superintendent informed.

#### **2.0 INSTRUCTION (Staff organization, evaluation, development and research)**

- 2.1 Serve as instructional leader of the school consistent with the K-12 articulation of the instructional program.
- 2.2 Direct the instructional program of the school in cooperation with the Superintendent of Schools.
- 2.3 Direct the recruitment, supervision, and evaluation of all staff of the school in accordance with the personnel procedures established by the Superintendent of Schools.
- 2.4 Direct the staff improvement program of the school in cooperation with the Assistant Superintendent.
- 2.5 Cooperate in the development of plans for school instructional research with the Assistant Superintendent and when appropriate implement the plans for instructional research.
- 2.6 Cooperate in the evaluation of instructional materials including textbooks, computer program, library/media acquisitions and other instructional materials with the Curriculum Supervisors.
- 2.7 Supervise the implementation of the instructional program of the school.

### **3.0 CURRICULUM**

- 3.1 Cooperate in the planning and development of a system for monitoring the progress of all students with the Curriculum Supervisors.
- 3.2 Cooperate in the planning and development of all special programs with the Curriculum Supervisors.
- 3.3 Cooperate in the planning of a system of curriculum development, evaluation, and research in cooperation with the Curriculum Supervisors.
- 3.4 Supervise the implementation of the curriculum of the school district.
- 3.5 Cooperate in the development of the curriculum for the school pilot studies for curriculum and recommendation for new courses of study.

### **4.0 PUPIL SERVICES (Organization, evaluation, development and research)**

- 4.1 Cooperate in the planning and operation of a system for monitoring the progress of all students.

- 4.2 Cooperate in the planning and operation of the Child Study team and Special Education program with the Director of Special Services.
- 4.3 Cooperate in the planning and development of all state and federally funded compensatory education services, including English as a Second Language service with the appropriate Curriculum Supervisors.

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- 4.4 Participate in the coordination of school services with community services, as appropriate, for providing unified services.

**5.0 SCHOOL/COMMUNITY RELATIONS** (Organization, evaluation, development and research)

- 5.1 Promote effective communication through the writing of appropriate newsletter, news releases and the conduct of appropriate parent and advisory group meetings.
- 5.2 Cooperate in the development of plans to promote good relations between school and community.
- 5.3 Use talent from the community to further the educational goals of the school system.
- 5.4 Keep the public informed about modern educational practices, educational trends, and the policies, practices, performance and problems of the local public schools.
- 5.5 Work cooperatively with colleagues from other school districts.
- 5.6 Work to develop and maintain cooperative and affirmative relations with municipal, county, state and federal agencies.

**6.0 STAFF**

- 6.1 Observe and evaluate staff in accordance with the approved procedure of the school district and in accordance with the schedule provided by the Superintendent. Report observations and evaluations on forms provided by the Superintendent.
- 6.2 Conduct regularly scheduled staff meetings by department, grade level and school building.
- 6.3 Report and review educational assessment reports to staff for the purpose of the improvement of curriculum and instruction.

- 6.4 Conduct inservice programs for staff including, but not limited to parent conferencing techniques, interpretation of test results to parents, etc.
- 6.5 Schedule staff for teaching assignments and duties in accordance with the contractual agreement and the policies of the Board of Education.
- 6.6 Provide orientation for new staff members.
- 6.7 Publish staff handbook and review handbook with staff.

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- 6.8 Maintain and submit records to Superintendent and staff attendance, staff accidents, end of year close out, etc.
- 6.9 Supervise the student teacher program in the school.
- 6.10 Inform staff of new Board of Education policies and procedures.
- 6.11 Provide orientation for substitutes.
- 6.12 Conduct periodic evaluations of substitute performance.

## **7.0 STUDENTS**

- 7.1 Excludes ill pupils (N.J.A.C. 18A:40-7) or students detrimental to the health and cleanliness of other pupils (N.J.A.C. 18A:40-8).
- 7.2 Hold two fire drills per month (N.J.A.C. 18A:41-1), and be sure that fire doors are closed (N.J.A.C. 18A:41-2).
- 7.3 Assist the Superintendent in developing the school calendar and in scheduling monthly activities.
- 7.4 Prepare master schedule and supervise the scheduling of pupils.
- 7.5 Implement the Kindergarten screening program, if appropriate and/or plan and implement graduation ceremonies.
- 7.6 Implement placement, pupil evaluation, promotion and retention policies of the Board of Education.
- 7.7 Organize, monitor and provide supervision for field trips and extracurricular activities.
- 7.8 Implement school discipline procedure in accordance with Board of Education policies.

7.9 Maintain pupil records.

## **8.0 OPERATIONS**

8.1 Monitor operation and maintenance of the school building and grounds and such related services as cafeteria and transportation.

8.2 Monitor the planning for the health and safety of the staff and students. Train students and staff in emergency procedures for fires or storms, etc.

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8.3 Review and update receipt of purchased materials, supervise distribution of all supplies, library books, textbooks and equipment and maintain inventories of school.

8.4 Report to Business Administrator any serious injury to students, staff member of self which occurs within school jurisdiction.

8.5 Review for approval, all building petty cash or activity account expenditures and submit receipts for reimbursement of account.

8.6 Receive fees and fines as required. Submit money and records to Business Administrator.

## **9.0 OTHER**

9.1 Perform all duties assigned by the Superintendent of Schools.

**Term of Employment:** 12 months

**Evaluation:** In accordance with Board of Education policy and State Administrative Code.

**Adopted:** April 28, 1997 Rev. 2015