

PRINCIPAL

- Qualifications:**
1. Valid New Jersey Principal Certificate or eligibility.
 2. Minimum three (3) years experience as determined by the board.
 3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
 4. Strong interpersonal and communication skills.
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with statute and board policy.

Reports To: Superintendent

Supervises: All certified and noncertified staff assigned to the school

Job Goal: To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

Performance Responsibilities:

1. Assume responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercise leadership in school-level planning for improvement of instruction.
3. Establish and maintain an effective learning climate in the school.
4. Assist in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Participate in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Plan, organize and supervise all curricular and extracurricular activities.
7. Interview, recommend for appointment, assign, supervise and evaluate the performance of all school employees and assist them in achievement of their job goals.
8. Conduct periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.

9. Prepare and submit the school's budget requests and monitor the expenditure of funds.
10. Establish and maintain an efficient office system to support the administrative functions of the school.
11. Ensure the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
12. Approve the master teaching schedule and classroom assignments.
13. Maintain high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
14. Notify immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
15. Report incidents of violence, vandalism and substance abuse. Ensure the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
16. Participate in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
17. Plan and supervise fire and other emergency drills as required by law and board policy.
18. Prepare or supervise the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
19. Conduct staff meetings as necessary for the proper functioning of the school.
20. Plan and supervise regularly scheduled parent/teacher conferences; and make arrangements for special conferences as necessary.
21. Act as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicate information to parents and the community that is required by law or administrative code.
22. Keep the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

23. Assume responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
24. Develop and maintain a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
25. Attend special events held to recognize student achievement and other school-sponsored activities and functions.
26. Ensure the proper collection, safekeeping, and accounting of school activity funds.
27. Perform other duties which may be assigned or required by law, code, and regulation/board policy.

TERMS OF EMPLOYMENT: Twelve months per year. Salary to be determined by the Board of Education negotiation process.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED: _____ Board of Education