

SECTION      **SCHOOL ADMINISTRATION**

AREA          **PRINCIPALS**

TITLE:        **Middle School Principal**

QUALIFICATIONS:

1. New Jersey certification as a Principal.
2. Minimum of two years experience in a supervisory capacity.
3. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

See District Organizational Chart, Policy 2111.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Principal shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart, Policy 2111.

JOB GOAL:

The Principal, guided by Board of Education policy and the administrative rules of the Superintendent, is the leader of a school and the effectiveness of its leader determines the effectiveness of a school.

The person chosen to be Principal must have the professional attributes and personal qualities essential to meet the demands of this challenging position.

An effective school is seen as an optimum learning environment - one that nurtures the cognitive, affective, physical, social and aesthetic development of its children. The goal of the Principal should be to develop such an environment. The role of the Principal encompasses all the functions essential to achieving this goal.

TERMS OF EMPLOYMENT:

Twelve month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of the responsibilities identified in this position description and the other criteria listed in Policy 4118.2, Evaluation Procedures for Administrative and Supervisory Personnel.

PERFORMANCE RESPONSIBILITIES:

A. Financial Planning/Management

1. Develops a budget planning schedule to direct building staff in preparation of budgetary requests. Schedule is to incorporate appropriate planning time for principal review, consolidation, evaluation and submission of building budget to the assistant superintendents in accordance with the district budget planning calendar.
2. Develops, in conjunction with building staff, a budget plan consistent with the needs of the school. The plan is to provide clear instructions to the staff to insure recommended budget appropriations are linked to specific program objectives and defined student outcomes.
3. After consultation with the central administration, prepares a budget presentation in the required format; presents the annual budget in the designated format to the Board of Education and the school's constituency on request.
4. Provides appropriate instructions to building staff for use of budget retrieval documents in preparation and submission of budget to building administrators.
5. Prepares budget requisitions necessary to initiate purchase of approved budget items.
6. Monitors approved budget orders for various accounts to insure orders correspond with approved appropriations.

#### B. Staff Development

1. Develops a supervisory organizational plan for the observation/evaluation of building staff consistent with Board of Education policies.
2. Utilizes an evaluation approach when observing teachers which identifies specific areas of strength and needs. Recommends and plans with staff, specific alternative approaches for improvement in performance.
3. Utilizes all available personnel to assist in the fulfillment of observation/evaluation procedures.
4. Completes written evaluation reports with definitive statements of performance strengths and needs for each staff member.
5. Coordinates all aspects of the supervisory process (observation-evaluation-performance improvement plan) to formulate a comprehensive picture of yearly staff development needs.
6. In conjunction with the Assistant Superintendent for Curriculum/ Instruction, develops a comprehensive in-service program and courses to be responsive to staff development needs. In-service needs are to be identified, in part, from the findings of the appraisal process.
7. Recommends to the appropriate central administrator the appointment, contract renewal or non-renewal, withholding of increment and dismissal of school personnel.

#### C. Curriculum Development and Implementation

1. Determines building objectives reflective of district goals.

2. In conjunction with district/building staff, assesses student progress through the utilization and interpretation of district and state test data and adjusts students instructional programs accordingly.
3. Develops procedures and practices to foster the attainment of district/building curriculum objectives. Curriculum management practices such as directing the monitoring of teacher lesson plans, reviewing samples of individual student performance maintained by the instructional staff, coordination and dissemination of needed instructional tools, etc., should be emphasized.
4. In conjunction with district/building supervisory personnel, evaluates the adequacy of the school's curriculum and devises ways to alleviate program needs identified.
5. In conjunction with district/building supervisory personnel, establishes procedures and practices to monitor special programs within the school (i.e. special education, child study team, gifted and talented, BSI, etc.)
6. Utilizes a variety of outside resources appropriate to the enhancement of the instructional efforts of the middle school.
7. Stays abreast of current trends in the educational field by such means as reading professional journals and books, attending professional workshops and conferences and participating in professional organizations.

D. Building Administration and Management

1. Provides for efficient and effective use of the physical space and facilities by such means as supervising and coordinating the services of the school custodians, secretaries, and aides.
2. In conjunctions with district/building staff, inspects the physical plant and initiates procedures to improve, modify and/or make repairs as deemed necessary.
3. Develops and implements a daily building schedule for classes and other required activities. Directs the assignment of students and certificated/non-certificated staff in accordance with schedule needs.
4. Develops and implements a safety program for the school and procedures for reporting and handling emergencies and accidents.
5. Accepts an active role in communicating and working with central administrative/supervisory personnel and other principals to solve problems dealing with resources and personnel.
6. Implements board policies/procedures, district and state regulations, union contracts.
7. Administers discipline/attendance rules and regulations established for building operations in conjunction with state law and board policy.
8. Establishes and maintains inventories and records on the equipment, supplies and materials in the building.
9. Monitors transportation services for all eligible students.

E. Communications

1. Completes in an accurate and timely manner all required local, state and federal reports.
2. Performs an active role in assisting in planning and participating in PTO meetings and activities.
3. Develops a newsletter and other communication vehicles which promote community awareness and support for school programs, achievements and objectives.
4. Provides news releases in cooperation with identified district personnel to inform the public of the school's successes.
5. Develops internal procedures to respond effectively to parental suggestions and complaints.
6. Develops and maintains a faculty manual which clearly defines building operational procedures; a student handbook which defines student obligations and responsibilities.
7. Prepares clear and concise correspondence, reports and agendas to meet internal staff needs.

F. Other Duties

1. Performs other duties and responsibilities incidental to the office or as assigned by the Superintendent or designee.

Position Description approved: 09/24/85