

SECTION SCHOOL ADMINISTRATION

AREA PRINCIPALS

TITLE Elementary 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. Said schedule is designed to permit appropriate time for building principal review, consolidation, evaluation and submission to the assistant superintendent in accordance with the district budget planning calendar.
2. Provides appropriate planning instructions to his/her staff to insure recommended budget appropriations are linked to specific program objectives and expected student outcomes.
3. Provides appropriate instructions to building staff for use of budget retrieval documents in preparation and submission of budget to building administrators.
4. 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.
5. Is responsible for the monitoring and maintaining of budget orders in accordance with approved appropriations for the various accounts and for his/her building.

B. Staff Development

1. Prepares an organizational plan for the observation/evaluation of certificated/non-certificated staff consistent with established Board of Education policies.
2. Conducts staff observations identifying specific areas of teachers' strengths and needs. Suggests and plans with staff specific alternative approaches for improvement of 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. Assesses student progress through the utilization and interpretation of district and state test data and modifies the instructional program accordingly.
2. Develops procedures and practices to foster the attainment of district/building curriculum objectives (i.e. monitors teachers' lesson plans and instructional schedules, reviews samples of individual student performance maintained by instructional staff and coordinates the dissemination of needed instructional tools, etc).
3. Assists in the evaluation of the adequacy of the school's curriculum and devises ways to alleviate needs in cooperation with district personnel.
4. Establishes procedures and practices in cooperation with appropriate personnel to monitor special programs within the school (i.e. special education and child study team, gifted and talented, BSI, etc.).
5. Develops and implements plans to utilize community resources and parents to enhance the instructional efforts of the school.
6. 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. Develops and implements a daily schedule for classes, students and certificated/non-certificated staff.
2. 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, aides and parent/community volunteers.
3. Inspects the physical plant periodically and initiates and carries out procedures to improve, modify and/or make repairs.
4. Develops and implements with staff a safety program for the school, including procedures for reporting and handling emergencies and accidents.
5. Accepts an active and positive role in communicating and working with central administrative/supervisory personnel and other principals to share ideas and solve problems dealing with resources and personnel.
6. Implements board policies, district and state regulations, union contracts and personnel policies and procedures.
7. Monitors transportation services for all eligible students.
8. Administers discipline/attendance rules and regulations established for building operations in conjunction with state regulations and board policy.

9. Establishes and maintains inventories and records of the equipment, supplies and materials in the building.

E. Communications

1. Completes in an accurate and timely manner all required local, state and federal reports.
2. Performs an active role in assisting, planning and participating in PTO meetings and activities.
3. Develops a newsletter and other communication vehicles that 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 and specific teacher duties.
7. Prepares clear and concise correspondence, reports and agendas to meet building and district requirements.
8. Establishes procedures that clearly define student obligations and responsibilities in the school environment.

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