



SECTION SCHOOL ADMINISTRATION
AREA PRINCIPALS
TITLE PRINCIPAL – HIGH SCHOOL

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid New Jersey Principal Certificate or eligibility.
2. A minimum of three years teaching experience.
3. Previous supervisory experience is desirable.
4. Demonstrated leadership skills in the areas of curriculum development and program evaluation, staff development, and school improvement.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

Principals report to the Superintendent and Assistant Superintendents.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The Principal shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart. The Principal shall provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

JOB GOAL

The Principal, guided by Board of Education policy, the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is a specialist in a designated area or areas who provides leadership and administrative oversight within that or those areas. The position may, depending on need, also require teaching responsibilities.

TERMS OF EMPLOYMENT

Contract consistent with the agreement negotiated with the applicable bargaining unit.



PERSONAL EVALUATION

Principals shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, Assistant Superintendent for Special Services, and the Superintendent at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

I. Building Administration and Management

1. Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior in accordance with Board policy and the students' rights to due process.
2. Implements Board policies and administrative rules and regulations relating to the school.
3. Promotes positive action toward the realization of district strategic plan and school goals through efficient procedures, extracurricular programs, and the establishment of staff, student, and community committees.
4. Directs all aspects of planning for instruction including course offerings, scheduling, and approval of the master schedule.
5. Provides for efficient and effective use of the physical space and facilities by such means as supervising and coordinating the services of the custodial staff, secretarial staff, aides and parents/community volunteers.
6. Inspects the physical plant and initiates and carries out procedures to improve, modify, or recommend repairs.
7. Implements the district safety plan and maintains procedures for reporting and handling emergencies and accidents.
8. Plans and supervises fire and security drills in relation to the district crisis management plan.
9. Exercises decisive leadership in crisis situations.
10. Supervises the attendance, discipline, and health of students.
11. Supervises all instructional personnel, aides, administrative, and non-instructional personnel assigned to the school.
12. Provides necessary leadership in communicating and working with central administrative/supervisory personnel and other principals to share ideas and solve problems dealing with resources and personnel.
13. Implements district and state regulations, collective bargaining agreements, and Board policy.
14. Develops, supervises, and evaluates athletics and extra-curricular programs.
15. Reports to appropriate central office administrator regarding the needs of the school with respect to personnel, facilities, equipment, supplies, curriculum, and activities.
16. Represents the school in league or conference meetings.
17. Directs the formation of the official calendar of school-sponsored events.

II. Curriculum

1. In conjunction with central office staff, directs instructional programs to meet the individual needs of the students and to assure accreditation.
2. Develops procedures and practices to foster the attainment of district curriculum goals.
3. Provides leadership in the development, implementation, revision, and evaluation of the curriculum



for improvement of instruction.

4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Assesses student progress through the utilization and interpretation of district and state test data and modifies the instructional program accordingly.
6. Assists in the evaluation of the school's curriculum.
7. Establishes procedures and practices in cooperation with appropriate personnel to monitor special programs within the school (*i.e.*, pilot programs, special education and child study team, gifted and talented, support programs).
8. Develops and implements plans to utilize community resources to enhance the instructional efforts of the school.
9. Keeps informed of current trends in the educational field by such means as reading professional literature, attending professional workshops and conferences, and participating in professional associations.
10. Requires and provides instructional leadership within the school and, where appropriate, emphasizes the coordination of programs.
11. Strives for articulation in the instructional program between the elementary and the secondary schools and between the secondary and post-secondary institutions.

III. Financial Planning/Management

1. Prepares and submits budgetary requests as well as monitor expenditures of funds.
2. Maintains and controls student activities and petty cash accounts.
3. Approves all purchase orders and countersigns all pay orders from school activity fund accounts.
4. Assumes responsibility for the monitoring of budget orders in accordance with approved appropriations for the various accounts.
5. Directs all school business affairs.

IV. Human Relations

1. Develops a program of public relations in order to further the community's understanding and support of the educational program.
2. Attends special events held to recognize student achievement, and school-sponsored activities, functions, and athletic events.
3. Provides for communication between school and community, staff, and students.
4. Creates a positive image of the school and promote the best learning and teaching climate possible.

V. Staff Development

1. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of staff members and prepares written reports.
3. Evaluates staff members to identify strengths and needs. Suggests and plans with staff specific alternative approaches for improvement of performance.
4. Recommends to the appropriate central administrator the appointment, contract renewal or non-renewal, withholding of increment and dismissal of school personnel.
5. Encourages professional growth of teachers through professional development and evaluation.
6. Recommends topics for professional development of staff.
7. Schedules and conducts meetings of the faculty and the administrative cabinet.
8. Recommends the assignment or transfer of staff members including co-curricular advisors.



VI. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 27 February 2018