

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Principal- Special Projects

**II. PRIMARY FUNCTION**

The Principal of Special Projects coordinates and manages special projects. This position acts as a consultant, resource person, coordinator, coach, and instructor to help students and staff improve their skills and performance. Serves as the educational leader in the designated area of responsibility. Responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe learning environment that meets and exceeds the State Core Curriculum Content Standards/Common Core, following the approved curricula and directives of the school district. Achieving academic excellence requires the School Principal of Special Projects to work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facility operations.

**III. REPORTS TO**

Chief Academic Officer (PreK-5) and/or Designee

**IV. SUPERVISES**

Students and Staff, as assigned.

**VI. QUALIFICATIONS**

- Holds or is eligible for a New Jersey Principal Certificate
- Demonstrates knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
- Knowledge of and experience with technology in a school setting. Demonstrates the ability to use computers for word processing, data management, and telecommunications.
- Data analysis experience.
- Demonstrated leadership and organizational skills and the ability to motivate people.
- Have excellent integrity and demonstrate good moral character and initiative.
- Hold a valid driver's license.
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Assists in the planning, development, and implementation of Pre-K and elementary professional development, evaluation of teachers for improving instruction, implementation of local and state-mandated standardized testing, and conducting programs that enable staff to apply new information, skills and techniques.
- Works with district administrators and building staff to align the curriculum/pacing guides for Language Arts/Literacy and Mathematics Pre-K-5 to the curriculum to ensure that implementation is aligned to the common core.
- Works with the administration and staff members from each building to develop a comprehensive plan for incorporating assigned initiatives into the operation of the school and instructional program so that there is high predictability on the learning experiences for the students.

- Participates in short and long-range strategies, planning of instructional programs and support services.
- Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Performs the special assignment (s) as specified by the Chief Academic Officer or designee.
- Writes grant applications as assigned by the Chief Academic Officer.
- Works with curriculum supervisors and elementary principals to develop the elementary specialist schedule.
- Establishes a professional rapport with students and staff that earns their respect.
- Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Ensures that each professional staff member develops a Professional Development Plan (PDP).
- Ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board Policy, and contractual requirements.
- Recommend to the Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all assigned personnel, following established procedures and timelines.
- Supervises District programs, as assigned. Oversees and coordinates summer programs.
- Provide opportunities for effective staff development/training that addresses the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Assists in the formulation of district goals and objectives relating to the expressed needs of staff through involvement with professional development committees.
- Keeps the staff informed and seeks ideas for the improvement of the school/assigned area. Conducts meetings as necessary for the proper functioning of the school/assigned area.
- Maintain visibility with students, staff, parents, and the community, attending district, school and community functions regularly to demonstrate a genuine interest in the students and staff.
- Organize and maintain a public relations system for the school/district that consistently celebrates and informs parents and the community of the accomplishments of students and staff. The information provided should solicit community and parental support and understanding of the programs and services of the school/district.
- Supervise and monitor the accurate and timely completion of data collection and reporting as required by law and regulation or requested by the Superintendent or designee. Maintain accurate attendance records. Answer correspondence promptly.
- Ensures that personnel and student record keeping procedures comply with State and Federal Law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.
- Maintain positive, cooperative, and mutually supportive relationships with central administration, parents, and representatives of resource agencies within the community.
- Represent the school and district at community, State, and professional meetings.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies, and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Participate on committees, as assigned.
- Uses effective interpersonal communication skills.
- Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- Performs such other duties as may be assigned by the Superintendent or designee

## **VII. TERMS OF EMPLOYMENT**

In accordance with the provisions of the EPSA/BOE contract

APPROVED: ~~April 28, 2014~~; April 27, 2015