

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Principal

II. PRIMARY FUNCTION

The Principal provides leadership for the total education program at the school level. Organizes, administers and supervises the program and assumes responsibility for the functional operation of the building

III. REPORTS TO

Superintendent of Schools/Assistant Superintendent/ and/or Designee

IV. SUPERVISES

Staff and Students

VI. QUALIFICATIONS

- Holds or is eligible for a New Jersey Principal Certificate
- Successful teaching experience at the elementary or secondary level
- Prior administrative/supervisory experience
- Demonstrated leadership skills in the areas of curriculum development and school improvement
- Strong interpersonal and communication skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Assumes responsibility for the management and organization of the school in accordance with law, administrative code, and Board policies and regulations
- Exercises leadership in school-level planning for improvement of instruction. Involves teachers, parents and students in the development and implementation of state required two year plans to achieve pupil, performance objectives, curriculum content standards and core course proficiencies. Reviews the plans with teaching staff at least once per semester and submits an annual statement of assurance on the district form
- Establishes and maintains an effective learning climate in the school
- Assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs
- Plans, organizes and supervises all curricular and extracurricular activities
- Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals
- Conducts periodic observations of teaching staff members; prepares written comments, and offers constructive suggestions for improvement when appropriate
- Prepares and submits the school's budget requests and monitors the expenditure of funds
- Establishes and maintains an efficient office system to support the administrative functions of the school
- Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destructions of public records in accordance with law and regulations
- Approves the master teaching schedule and classroom assignments
- Maintains high standards of student conduct and enforces discipline as necessary in

- accordance with board policy and the students' rights to due process
- Notified 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
- Plans and supervises fire and other emergency drills as required by law and board policy
- Prepares or supervises the preparation of all reports, records and other required paperwork
- Conducts staff meetings for the proper functioning of the school
- Plans and supervises regularly scheduled parent/teacher conferences, and makes arrangements for special conferences as necessary
- Acts as liaison between the school, the home and the community; interprets policies, programs and activities policies, programs and activities; and encourages broad community participation in the affairs of the school
- Keeps the Superintendent and Assistant Superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and district
- Assumes responsibility for continued professional growth and development by attendance at professional meetings, memberships in professional organizations and by reading professional journals and other publications
- Attends special events to recognize student achievement and other school sponsored activities and functions
- Ensures the proper collection, safekeeping and accounting of school activity funds
- Performs other duties which may be assigned or required by law, code, regulation/board policy
- 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

/jas
Job Description/Section II PRINCIPAL

APPROVED: November 22, 2010