

## **WATCHUNG BOROUGH PUBLIC SCHOOLS**

### **JOB DESCRIPTION**

#### **INSTRUCTION/CURRICULUM**

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**TITLE:** PRINCIPAL

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. New Jersey Principal Certificate or eligibility
2. Successful teaching experience at the elementary and/or high school levels
3. Demonstrated leadership skills in the areas of curriculum development and school improvement
4. Strong interpersonal and communication skills
5. Practical experience in curriculum planning, implementation and evaluation, and successful supervisory experience
6. Advanced graduate work in education in the areas of curriculum development, supervision and/or instructional practices
7. Required criminal history background check
8. Such alternatives or additional qualifications as the Board may find appropriate or acceptable

**SUPERVISES** All certified and non-certified staff assigned to the school

**JOB GOAL:** Provides leadership and managerial oversight to the instructional programs and school operations, ensuring a school climate that fosters the educational development of each pupil.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the management of the school in accordance with law, administrative code, and Board of Education policies and regulations
2. Exercises leadership in school-level planning for improvement of instruction. Involves teachers and parents in the development and implementation of State-required school plans to achieve pupil performance objectives, curriculum content standards, and core course proficiencies. Reviews the plan with teaching staff at least once per semester and submits an annual statement of assurance on the prescribed form.
3. Establishes and maintains an effective learning climate in the school
4. Assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs
6. Coordinates all curricular and extracurricular activities
7. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals
8. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate
9. Prepares and submits the school's budget requests, and monitors the expenditure of funds
10. Establishes and maintains an efficient office system to support the administrative functions of the school
11. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations
12. Develops and/or approves the master teaching schedule and classroom assignments
13. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board of Education policy and the students' right to due process
14. Notifies immediately the parent/guardian and the Superintendent of Schools 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
15. Serves as the chairperson of the school's School Improvement Panel and submits an annual school improvement plan regarding the school's needs and planned activities
16. Plans and supervises fire and other emergency drills, as required by law and Board of Education policy
17. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration
18. Conducts staff meetings as necessary for the proper functioning of the school
19. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences, as necessary

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20. Acts as a liaison between the school, the home, and the community; interprets policies, programs, and activities; and encourages Board of Education and community participation in the affairs of the school.
21. Keeps the Superintendent of Schools informed of school activities and needs and works cooperatively with Central Office staff on matters relating to the school and the district
22. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organization, enrollment in advanced courses, and by reading professional journals, and other publications
23. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the Business Administrator to schedule community use of the school building and grounds
24. Attends special events held to recognize student achievement and other school-sponsored activities and functions
25. Ensures the proper collection, safekeeping, and accounting of school activity funds
26. Performs other duties which may be assigned or required by law, code, regulation/Board of Education policy
27. Works with the Board of Education, Superintendent of schools, Principals, Directors, Supervisors, faculty, and community residents, as appropriate, in developing the general philosophy, goals and policies of the instructional program for the Watchung Borough Public Schools
28. Assists the Superintendent of schools in the supervision and evaluation of district personnel and in the operations of the schools pursuant to the identification of and the addressing of school, staff, and students' needs pursuant to the development, implementation, and assessment of curriculum and professional staff development activities
29. Provides leadership to ensure the understanding of and the promotion of the educational objectives of the district.
30. Works with administrators and faculty in organizing and coordinating appropriate grade level and department meetings as well as special committees, in order to effect horizontal and vertical continuity and articulation of the instructional program (preK-8) throughout the district
31. Assists the Superintendent of schools and works with appropriate district personnel in the development of district policies and regulations for the smooth implementation of the instructional program of the Watchung Borough Public Schools and ensures correct and consistent implementation of such policies and regulations
32. Assists the Superintendent of schools in the recruitment, screening, training and assigning of instructional personnel in the Watchung Borough Public Schools
33. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted in-service education program for both the administrative and instructional staff in the district
34. Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability
35. Supervises the process pursuant to the development of curriculum documents and related materials prepared by personnel in the Watchung Borough Public Schools
36. Supervises the process pursuant to the selection of textbooks and instructional materials for the district in cooperation with building Principals and faculty
37. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Watchung Borough Public Schools
38. Serves as district representative to various county, state, and national curriculum associations and committees.
39. Demonstrates leadership in implementing a comprehensive ongoing program for communicating with a variety of audiences about district programs, student achievements and faculty accomplishments and presenting a positive image of the Watchung Borough Public Schools throughout the community, county and state
40. Interprets the present curriculum changes to the Board of Education, the administration, the staff and the general public.
41. Assists the Superintendent, School Business Administrator, building Principals, Directors, and Supervisors in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
42. Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction in the Watchung Borough Public Schools.
43. Special Programs:
  - a. Assume the responsibility for the application, administration and evaluation of the NCLB grant program, which includes Title I, Title II, Title IV and Title VI, and any other grant programs as assigned by the Superintendent.
  - b. Develop, coordinate and evaluate the gifted and talented educational program.
  - c. Develop a budget for all assigned special programs.

#### **Other Duties**

- a. Attend meetings as requested by the Superintendent.
- b. Submit reports as requested by the Superintendent.
- c. Perform other duties as delegated by the Superintendent.

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**TERMS OF EMPLOYMENT:** As set forth in the contract between the Board of Education and the Principal, 12 month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and New Jersey Administrative Code.

**APPROVED:** January 2, 2019

Legal References:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examination
N.J.S.A. 18A:17-17	Certificate required
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.A.C. 6:3-1.19	Supervision of instruction, observation, and evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-1.21	Evaluation of tenured teaching staff members
N.J.A.C. 6:11-9.3	Authorization
N.J.A.C. 6:29-7.4	Physical examination

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.