

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****PRINCIPAL****JOB GOAL**

To provide the leadership, supervisory, organizational, fiscal, and administrative skills so as to best promote a sound learning climate resulting in the educational, social, and psychological development of each student.

QUALIFICATIONS

1. Five years teaching/administrative experience.
2. New Jersey Principals Certificate.
3. Understanding of the processes of fiscal management, organization, evaluation, and supervision.
4. Firm grasp of the instructional process.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Participate in the selection, supervision, evaluation, and in-service of all certificated personnel and secretaries.
2. Provides leadership in the development, determination of appropriateness, and monitoring of all instructional, curricular, guidance, athletic and co-curricular programs.
3. Interprets and enforces all district policies and administrative directives.
4. Organizes and executes a public relations program.
5. Assumes responsibilities for all school correspondence and newsletters.
6. Maintains active relationships with students and parents while encouraging parent/teacher interaction.
7. Supervises the safe daily use of school facilities for both academic and non-academic purposes.
8. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability of that property.
9. Develops and approves the master teaching schedule and any special assignments.
10. Organizes and attends special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
11. Prepares the school budget request and supervises the control of the Board of Education approved budgetary program.
12. Supervises the maintenance of all required records and reports.
13. Supervises all activities and programs that are outgrowths of the school's curriculum.
14. Keeps the Superintendent informed of all school activities and needs.
15. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced course work, and the like.
16. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.

- 17. Serves as an ex officio member of all committees and councils within his/her school. Responds to written and oral requests for information.
- 18. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
- 19. Performs other duties as may be assigned by the Superintendent and all other duties required by state law and regulation.

ESSENTIAL SKILLS/ABILITIES

- 1. Ability to analyze, anticipate and schedule course offerings.
- 2. Ability to create, maintain and analyze department budget.
- 3. High integrity and ethical standards.
- 4. Excellent verbal and written communication skills.
- 5. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
- 6. Excellent organizational skills and attention to detail.
- 7. Creative analytical and problem-solving skills.
- 8. Ability to attend and preside over lectures and meetings.
- 9. Knowledge of computer and software programs.
- 10. Regular attendance.
- 11. Ability to traverse school facility.

REPORTS TO

Superintendent.

TERMS OF EMPLOYMENT

Twelve-month position. Salary to be established by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Superintendent in accordance with the provisions of Board of Education policy.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
DATED: **April 27, 2023**