

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## *ELEMENTARY PRINCIPAL*

### **QUALIFICATIONS:**

1. Five years successful teaching experience.
2. Master's degree required.
3. Principal's certificate required.
4. Demonstrated leadership capacity in the areas of curriculum, staff development and staff supervision/evaluation.
5. Strong interpersonal and communication skills.
6. Previous administrative or quasi-administrative experience.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **PRIMARY FUNCTION:**

To cooperate in the accomplishment of district-wide educational and management objectives through the demonstration of leadership, supervisory and administrative skills and to provide an atmosphere that maximizes the educational development and social advancement of each student and to promote the development of each child.

### **SUPERVISES:**

1. Assistant Principal (where applicable)
2. Teachers and support staff assigned to the building.

### **REPORTS TO:**

Superintendent of Schools or his/her designee

### **TERMS OF EMPLOYMENT:**

Twelve-month year; salary and work year as established by the Board of Education/Matawan Regional Administrators Association Agreement

### **EVALUATION:**

Performance of this position will be evaluated by the Superintendent in accordance with the provisions of the Board's Policy on evaluation of professional personnel.

### **PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. **LEADERSHIP:** Provides the purpose and direction for individuals and groups; shapes school culture and values; facilitates the development of a shared strategic vision for the school; formulates goals and plans change efforts with staff and sets priorities for one's school in the context of community and district priorities and student and staff needs.
2. **INFORMATION COLLECTION:** Gathers data, facts, impressions from a variety of sources about students, parents, staff members, administrators and community members;

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seeks knowledge about policies, rules, laws, precedents, or practices; manages the data flow; classifies and organizes information for use in decision making and monitoring.

3. **PROBLEM ANALYSIS:** Identifies the important elements of a problem situation by analyzing relevant information; frames problems; identifies possible causes; seeks additional needed information; frames and reframes possible solutions; exhibits conceptual flexibility; assists others to form reasoned opinions about problems and issues.
4. **JUDGEMENT:** Reaches logical conclusions and makes high quality, timely decisions based on the best available information; exhibits tactical adaptability, gives priority to significant issues.
5. **ORGANIZATIONAL OVERSIGHT:** Plans and schedules one's own and others' work so that resources are used appropriately, and short and long-term priorities and goals are met; schedules flows of activities; establishes procedures to regulate activities; monitors projects to meet deadlines; empowers the process in appropriate places.
6. **IMPLEMENTATION:** Puts programs and change efforts into action, facilitates coordination and collaboration of tasks; establishes project checkpoints and monitors progress; provides "midcourse" corrections when actual outcomes start to diverge from intended outcomes or when new conditions require adaptation; supports those responsible for carrying out projects and plans.
7. **DELEGATION:** Assigns projects, tasks, and responsibilities together with clear authority to accomplish them in a timely and acceptable manner; utilizes subordinates effectively; follows up on delegated activities.
8. **INSTRUCTION AND THE LEARNING ENVIRONMENT:** Creates a school culture for learning; envisions and enables with others instructional and auxiliary programs for the improvement of teaching and learning; recognizes the developmental needs of students; ensures appropriate instructional methods; designs positive learning experiences; accommodates differences in cognition and achievement; mobilizes the participation of appropriate people or groups to develop these programs and to establish a positive learning environment.
9. **CURRICULUM OVERSIGHT:** Understands major curriculum design models; interprets school district curricula; oversees the implementation of the district's curricula; monitors social and technological developments as they affect curriculum; recommends curriculum content modifications as needs and conditions change.
10. **STUDENT GROWTH AND DEVELOPMENT:** Understands and accommodates student growth and development; responds to family needs as they relate to schooling; enlists the participation of appropriate people and groups to design and conduct programs

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that enhance student growth and development, such as the Pupil Assistance Committee and Child Study Team.

11. **STAFF DEVELOPMENT:** Works with faculty and staff to identify professional needs and relevant staff development programs; supervises individuals and groups; provides feedback on performance; arranges for remedial assistance, supervises mentoring programs for provisionally certified teachers; initiates self-development.
12. **MEASUREMENT AND EVALUATION:** Determines what diagnostic information is needed about students, staff and the school environment; draws inferences for program revisions, interprets measurements or evaluations for others.
13. **RESOURCE ALLOCATION:** Procures, apportions, monitors, accounts for, and evaluates fiscal, human, material, and time resources to address the needs and goals of the school site; plans and develops the budget process with appropriate staff.
14. **COMMUNICATION:** Makes effective presentations; utilizes appropriate communicative aids; is aware of cultural and gender-based norms; adapting for audiences, prepares brief memoranda, letters, reports and other job-specific documents.
15. **INTERPERSONAL DYNAMICS:** Deals tactfully with others; works with others in emotionally stressful situations or in conflict; manages conflict; recognizes multicultural differences; plans and encourages participation; facilitates teamwork and collegiality, supports innovation, recognizes and rewards effective performance; provides feedback, coaching and guidance, serves as a role model.
16. **PHILOSOPHICAL AND CULTURAL VALUES:** Acts with a reasoned understanding of the role of education in a democratic society and in accordance with accepted ethical standards.
17. **LEGAL AND REGULATORY APPLICATIONS:** Acts in accordance with federal and state constitutional provisions, statutory standards and regulatory applications; works within local rules, procedures, and directives; administers contracts and financial accounts.
18. **POLICY:** Implements Board of Education policies and regulations; relates policy initiatives to the welfare of students; addresses ethical issues.
19. **PUBLIC RELATIONS:** Develops common perceptions about school issues; interacts with internal and external publics; understands and responds skillfully to the electronic and printed news media; initiates and reports news through appropriate channels; manages school reputations.

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- 20. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.
- 21. Performs such other administrative tasks as may be assigned by the Superintendent or his/her designee.

DATE ADOPTED BY THE BOARD: December 12, 2000

AGREED TO BY INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_