



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

High School Principal

(Rev. 10/23/00, Rev. 04/28/2016)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Certificate – Principal;
3. A minimum of five years teaching experience, and two years administrative experience;
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Superintendent of Schools

Supervises:

All assigned staff

Job Goal:

To provide leadership, supervision, and coordination to the total educational program with the grade structure 9-12.

Performance Responsibilities:

1. Program
 - a. Coordinate services of Guidance, Health and Media Specialist and student attendance.
 - b. Supervise curriculum evaluation to insure a standard of excellence.
 - c. Coordinate the development and implementation of curriculum with the Director of Curriculum.
 - d. Meet periodically with department leaders, the student cabinet, and the Superintendent to assist in curriculum evaluation.
 - e. Supervise instruction and assist teachers in improvement of their instructional techniques.
 - f. Consult regularly with the supportive staff council and coordinate their services so that they may assist classroom teachers most effectively.
 - g. Encourage and be responsible for extra-curricular activities. Attend school programs, functions, and athletic events held to recognize and encourage student achievement.
 - h. Assist the Superintendent in the preparation, implementation, and evaluation of annual district program goals.
2. Students
 - a. Be responsible for promotion, and retention of students.
 - b. Be responsible for conditions and procedures relating to welfare, health, and safety of students.
 - c. Act as liaison for student appeal process in area of disciplinary cases.
 - d. Exclude from school any pupil who shows departure from normal health, upon the recommendation of the school physician or school nurse. (18A:40-7)
 - e. Exclude from school any pupil who has been exposed to a communicable disease, or whose presence is deemed by the medical inspector detrimental to the health and cleanliness of the other pupils, upon the recommendation of the school physician or school nurse. (18A:40-8)
3. Staff
 - a. Assist the Superintendent in the recruiting and selecting of professional personnel. Recruit and recommend the employment of aides and office staff.



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- b. Make available to staff members all district policies and regulations which have been enacted by the Board of Education and Superintendent.
 - c. Supervise and evaluate professional and office personnel in accordance with state statute and board policy. Maintain appropriate staff evaluation records.
 - d. Work in conjunction with the Director of Curriculum in the development and implementation of a staff development program.
 - e. Assign professional personnel by taking into account the special abilities of each and assigning an equitable distribution of the workload.
 - f. Provide job descriptions so that each staff member understands the extent of his or her duties and responsibilities.
 - g. Provide orientation and assistance to new teachers.
 - h. Monitor staff attendance according to policy and assign suitable teacher coverage as necessary. Be responsible for the orientation of the substitutes.
4. Administration
- a. Make monthly reports to the Superintendent regarding the activities of the school, the condition of the school, and the effectiveness of existing policies and procedures.
 - b. Assist the Superintendent, when called upon to do so, in the development of policies and regulations for staff and students. Assume responsibility for the development of a staff and student handbook for grades 9-12.
 - c. Prepare rules for the operation of grades 9-12 that are consistent with policies and regulations of the Board of Education and Superintendent of Schools.
 - d. Enforce district policies, administrative regulations, and school rules.
 - e. Assume responsibility for the supervision and administration of the high school, grades 9-12. [N.J.A.C. 6:27-1.6(b)]
 - f. Submit to the Superintendent's Office, at the end of the school year, a report in a format designated by the Superintendent. (18A:25-5)
 - g. Conduct relevant meetings of staff as necessary for the proper functioning of the school.
 - h. Coordinate with Supervisor of Buildings & Grounds the daily needs of the building.
5. Operations
- a. Coordinate activity calendar.
 - b. Assign administrative coverage for evening and weekend activities at school.
 - c. Develop Master Schedule of classes.
6. Finance
- a. Supervise expenditure of the present budget and prepare and submit to the Superintendent annually a budget for school operation.
 - b. Approve all requisitions and purchases for the operation of grades 9-12 school program.
7. Public Relations
- a. Acquaint staff, students, and parents with the philosophy and objectives of the Board of Education and the high school.
 - b. Assist the Central Office in developing and directing a school-community relations program and in preparing information to be disseminated to the public.
 - c. Maintain positive relationships between the school and the community.



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8. Professional
 - a. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
 - b. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Principal
Pay Grade/Compensation Structure:	G03
Evaluation:	In accordance with Board policy
Job Code:	0201

To apply for this position, please visit <https://www.krsd.org/employment>.