



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Middle 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; preferably at the 7<sup>th</sup>/8<sup>th</sup> grade level;
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 7-8.

### 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. Meet periodically with Middle School Assistant Principal, guidance counselor, activities coordinator and the Superintendent.
  - d. Supervise instruction and assist teachers in improvement of their instructional techniques.
  - e. Consult regularly with the supportive staff and coordinate their services so that they may effectively support Middle School operations.
  - f. Review emergency lesson plans submitted by teams.
  - g. Review lesson plans and provide appropriate feedback to staff.
  - h. Coordinate with team leaders the review of materials, textbooks, equipment and recommend for adoption.
  - i. Maintain an inventory of all team materials.
  - j. Encourage and be responsible for extra-curricular activities. Attend school programs, functions and athletic events held to recognize and encourage student achievement.
  - k. Assist the Superintendent in the preparation, implementation and evaluation of annual district program goals.
  - l. In cooperation with the Director of Curriculum, plan and implement and evaluate the curricular offerings.
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. Enforce disciplinary code to all students.
  - 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)



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3. Staff
  - a. Make available to staff members all district policies and regulations which have been enacted by the Board of Education and Superintendent.
  - b. Supervise and evaluate professional and office personnel in accordance with state statute and board policy. Maintain appropriate staff evaluation records.
  - c. Track pupil failure to determine causes and work with teams to address areas for improvement.
  - d. Provide job descriptions so that each staff member understands the extent of his or her duties and responsibilities.
  - e. 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 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. Hold prime responsibility for the development of a staff and student handbook for grades 7-8.
  - c. Prepare rules for the operation of grades 7-8 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. 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)
  - f. Conduct relevant meetings of staff as necessary for the proper functioning of the school.
  - g. Coordinate with Supervisor of Buildings & Grounds the daily needs of the building.
5. Operations
  - a. Coordinate activity calendar in conjunction with the activities coordinator.
  - b. Assign administrative coverage for evening and weekend activities at school.
  - c. Develop Master Schedule of classes.
6. Finance
  - a. Prepare and submit the annual budget for the Middle School.
  - b. Approve all requisitions and purchases for the operation of grades 7-8 school program.
7. Public Relations
  - a. Acquaint staff, students, and parents with the philosophy and objectives of the Board of Education and the Middle 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.
8. Professional



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- 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:	0221