Tenafly PUBLIC SCHOOLS

PRINCIPAL

Qualifications:

- New Jersey Principal's Certificate; Master's Degree

Primary Function:

Provide leadership, supervision and coordination of the educational program within the school.

Direct Report:

Superintendent

Specific Duties and Responsibilities:

- Supervises the planning, development, implementation and evaluation of all school programs and activities.
- Conducts, supervises and/or participates in the evaluation of all certificated and non-certificated staff members attached to the school.
- Interviews candidates for professional positions; recommends appointments to the Superintendent; provides orientation programs.
- Conducts, supervises or participates in staff development and curriculum improvement efforts.
- Organizes and supervises systems for monitoring student progress; directs modifications to programs, methods and materials indicated by monitoring efforts.
- Provides effective leadership in efforts to accomplish system wide goals and objectives.
- Establishes and maintains an effective learning climate in the school; maintains high standards of student conduct; carries out necessary disciplinary actions in accordance with state regulations, district policy and due process.
- Responsible for the successful implementation of district and building level goals.
- Responsible for reports and records required or appropriate to the administration of the school and to keep the Superintendent apprised of problems, incidents and activities.
- Ensures that student record keeping procedures comply with state and federal law and district policy. Establishes procedures for safe storage and integrity of all school records.
- Participates in child study team meetings.
- Provides for effective communication with, and active involvement of, parents and the school community; supervises efforts to keep parents informed of their child's progress and works with them to resolve problems.
- Prepares and administers the school budget; supervises school finances and the maintenance of school funds.
- Establishes procedures for the security and accountability of all school facilities, property and equipment.
- Assumes responsibility for health, safety and welfare of students and staff, including the planning for such emergencies as fire, storms, accidents and the training of students and staff in the procedures to be followed.
- Attends school-sponsored activities, functions, athletic events and special events held to recognize student achievement.
- Serves as a member of various committees at the direction of the Superintendent or designee.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the staff and students.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Keeps abreast of changes and developments in the profession by attending professional meetings,

reading professional journals and other publications; carries out individual professional improvement plan required by N.J.A.C. 6:3- 1.21.
- Other duties as required and assigned by the Superintendent or designee.

Terms of Employment:
Twelve months – Tenafly Administrators and Supervisors Association position

Evaluation:
Will be evaluated by the Superintendent in accordance with New Jersey law and Tenafly Board of Education policy.

Board Approved:
11/12

Revised: