[See POLICY ALERT Nos. 192 and 237]

1230 HEAD OF SCHOOLS' DUTIES

Function

The Head of School shall serve as Chief Executive and Administrative Officer of the **charter school** by implementing policies established by the Board and by discharging the duties imposed on their office by law.

Authority

The Head of Schools shall be the Chief School Administrator of the charter school and **principal** advisor to the Board. **The Head of Schools** may delegate to an appropriate school official any duty not reserved to the Head of Schools by law.

Work Relationships

The Head of Schools shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

A. In the discharge of their responsibility as **principal** advisor to the Board, the Head of Schools shall:

   1. Ensure all aspects of **charter school** operation**s** comply with Board policy **and regulation**, **Federal and** State law**,** and **charter school** contracts;

   2. Report to the Board on the needs of the **charter school**;

   3. Advise the Board of any **revisions** or additions that should be made to its policies **and regulations**;

   4. Provide the Board with information as may be needed to ensure informed decisions **are made by the Board**; and

© Copyright 2026 · Strauss Esmay Associates, LLP · 1886 Hinds Road · Suite 1 · Toms River, NJ 08753-8199 · 732-255-1500

5. Perform other duties as may be assigned by the Board.

B. In the discharge of **their** responsibility for the implementation of the operational action plan of the **charter school**, the Head of Schools shall:

1. Prepare, promulgate, and maintain a manual of **Board policies and** regulations;

2. Evaluate the future needs of the **charter school** and recommend a **charter school** action plan including goals, objectives, and priorities to the Board; **and**

3. Report to the **United States Department of Education and the New Jersey Department of Education, the New Jersey** Commissioner **of Education,** and the **Executive** County Head of Schools **as required.**

C. In the discharge of **their** responsibility as the administrator of the instructional program, the Head of Schools shall:

1. Establish and maintain a written instructional plan for the schools of the **charter school** consistent with the educational goals adopted by the Board;

2. Coordinate the proper implementation of the instructional plan as it applies to each school in the **charter school**;

3. Evaluate at least annually the effectiveness of the program of studies and recommend changes and additions to improve its effectiveness;

4. Evaluate the performance of students in relation to other public charter schools, as well as in relation to State and national standards;

© Copyright 2026 · Strauss Esmay Associates, LLP · 1886 Hinds Road · Suite 1 · Toms River, NJ 08753-8199 · 732-255-1500

5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the **charter school**; and

6. Keep informed regarding current research in the field of education and inform the Board as appropriate.

D. In the discharge of **their** responsibility for the direction and welfare of students, the Head of Schools shall:

1. Strive to motivate students to achieve their individual best;

2. Create a climate of respect for authority and discipline in each of the schools of the **charter school**; **and**

~~4~~. Recommend any changes in the program of student management and support to respond to **charter school** needs.

E. In the discharge of **their** responsibility for the supervision of **charter school** employees, the Head of Schools shall:

1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;

2. Assign staff to achieve maximum effectiveness in the attainment of educational goals;

3. Train staff to implement approved changes in the curriculum or instructional methods of the **charter school**;

4. Evaluate the effectiveness of staff in the performance of their assigned tasks;

5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and

6. Discipline staff and report to the Board any suspension of a staff member.

© Copyright 2026 · Strauss Esmay Associates, LLP · 1886 Hinds Road · Suite 1 · Toms River, NJ 08753-8199 · 732-255-1500

F. In the discharge of **their** responsibility for the maintenance of the **school buildings and grounds**, the Head of Schools shall:

1. Strive to make efficient use of **charter school** resources in the daily operations of the schools;

2. Assign support staff to achieve maximum effectiveness from the **school buildings and grounds** of the **charter school**;

3. Train support staff to maintain the **school buildings and grounds** and to avoid safety and environmental hazards; and

4. Evaluate the effectiveness of the **charter school's school buildings and grounds** in housing the instructional program and recommend to the Board changes and improvements.

G. In the discharge of **their** responsibility for the management of the **charter school** business affairs, the Head of Schools shall:

1. Supervise the preparation of the annual budget and recommend its adoption to the Board;

2. Implement the budget adopted by the Board;

3. Establish sufficient fiscal controls to ensure that **charter school** funds are expended wisely and efficiently; and

4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.

H. In the discharge of **their** responsibility as liaison officer to the public, the Head of Schools shall:

1. Strive to interpret the needs of the charter school to the public and the concerns of the public to the Board;

2. As appropriate, involve members of the public in the review of **charter school** needs, community needs, and the operation of the charter school**'s** programs;

© Copyright 2026 · Strauss Esmay Associates, LLP · 1886 Hinds Road · Suite 1 · Toms River, NJ 08753-8199 · 732-255-1500

3. Keep the public informed about the accomplishments and challenges of the charter school;

4. Cooperate with news media; and

5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

Evaluation Criteria

The Head of Schools will be evaluated in accordance with Policy ~~No.~~ 1240 and **the Board-approved** job description.

N.J.S.A. 18A:7A-11**.**; 18A:17-17**.**; 18A:17-18**.**; 18A:17-20**.**; 18A:17-21**.**; 18A:22-8.1**.**; 18A:27-4.1**.**; 18A:37-4**.**
N.J.A.C. 6A:8-3.1; 6A:32-4.1~~; 6A:32-12.2~~

Adopted:

© Copyright 2026 · Strauss Esmay Associates, LLP · 1886 Hinds Road · Suite 1 · Toms River, NJ 08753-8199 · 732-255-1500