SAYREVILLE PUBLIC SCHOOLS
JOB DESCRTIPTION – ELEMENTARY SCHOOL PRINCIPAL

I. QUALIFICATIONS:

1. Holds or is eligible to hold the appropriate New Jersey administrative certificate with principal endorsement required for the position.
2. Possesses previous experience as a certificated supervisor of instruction, vice principal, or equivalent administrator position.
3. Demonstrates knowledge of elementary education, child development, and developmentally appropriate instructional, behavioral, and social-emotional practices.
4. Understands how elementary students acquire literacy, mathematics, social-emotional competencies, and other foundational skills.
5. Demonstrates the knowledge, skills, and professional dispositions necessary to provide effective instructional leadership and promote continuous improvement in teaching and learning.
6. Demonstrates effective leadership, communication, collaboration, organization, problem-solving, and decision-making skills.
7. Demonstrates compassion, active listening, sound professional judgment, cultural responsiveness, and a commitment to meeting the educational needs of all students.
8. Possesses such other qualifications as the Board of Education may determine appropriate.

II. REPORTS TO:

Superintendent of Schools and/or designee.

III. GOVERNING REQUIREMENTS:

The principal shall perform all responsibilities in accordance with applicable federal and state laws and regulations, professional standards, Board of Education policies, administrative regulations, district procedures, approved evaluation systems, employment agreements, collective negotiations agreements, and authority delegated by the Superintendent or designee.

IV. MAJOR DUTIES AND RESPONSIBILITIES:

Instructional Leadership and Student Learning

1. Maintains knowledge of current research and effective practices in elementary education, child development, curriculum, instruction, assessment, educational leadership, and school administration.
2. Provides leadership for the implementation, evaluation, and continuous improvement of developmentally appropriate curriculum, instruction, and assessment that address students' academic, developmental, social, emotional, and behavioral needs and promote literacy, mathematics, critical thinking, communication, social-emotional competencies, and other foundational skills.
3. Collaborates with staff to analyze student performance and other relevant information, identify instructional needs, establish priorities, and implement appropriate evidence-based practices, supports, and interventions.

Staff Leadership and Professional Growth

4. Supervises, observes, supports, and evaluates certificated staff and supervises and evaluates support personnel.
5. Promotes professional growth, collaboration, effective communication, problem-solving, and shared responsibility for student achievement and well-being through professional development and collaborative learning aligned with student needs, effective instruction, school improvement priorities, and district initiatives.

School Climate, Student Support, and Family Engagement

6. Promotes a safe, positive, inclusive, respectful, and student-centered school culture characterized by high expectations, appropriate behavioral standards, positive relationships, and a sense of belonging.
7. Serves as a visible, accessible, and responsive school leader who builds productive relationships with students, staff, families, district administrators, and community members and promotes meaningful family and community engagement that supports student learning, attendance, development, and well-being.
8. Collaborates with staff, families, district personnel, and other professionals to facilitate student access to appropriate educational programs, services, interventions, accommodations, and supports, including required programs and procedures for students with disabilities and others entitled to specialized services.
9. Provides leadership for student conduct, discipline, and positive behavior supports; communicates school expectations; and administers disciplinary procedures in accordance with the district's Student Discipline/Code of Conduct.
10. Supports programs and services addressing student achievement, attendance, wellness, school climate, behavior, and social-emotional development.

School Improvement and District Leadership

11. Collaborates with the Superintendent, central administration, and other district personnel to develop, implement, monitor, and evaluate school improvement goals, district programs, initiatives, and strategic priorities.

Operations, Safety, and Compliance

12. Administers school programs and operations, including assigned responsibilities for student services, attendance, facilities, and other building-level functions, and develops appropriate building procedures and expectations.
13. Provides leadership for school safety, security, and emergency preparedness, including implementation of district safety plans, emergency procedures, drills, and crisis-response protocols, in collaboration with appropriate district personnel, emergency responders, and public safety authorities.
14. Assists in developing the school's annual budget and allocates resources in accordance with the Board-approved budget and the direction of the Superintendent or designee.
15. Maintains required school records, reports, and documentation and safeguards confidential information.
16. Performs other duties within the scope of the position, employment, certification, and professional competence as assigned by the Superintendent or designee.

V. TERMS OF EMPLOYMENT AND EVALUATION:

Terms of employment shall be established by the Board of Education. Performance shall be evaluated through the district-approved evaluation process.

VI. ESSENTIAL FUNCTIONS AND REASONABLE ACCOMMODATION:

This job description identifies the general nature and scope of the position and is not an exhaustive list of every duty or responsibility.

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.