

**JOB DESCRIPTION**

**SCHOOL PRINCIPAL**

**Qualifications:**

1. New Jersey Principal Certification or Certificate of Eligibility
2. Successful teaching experience at the elementary or middle school levels
3. Demonstrated leadership skills in the areas of curriculum development and program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Chief School Administrator

**Supervises:** All certified and noncertified staff assigned to the school

**Job Goal:** To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

**Performance Responsibilities:**

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction. Involves teachers and parents in the development and implementation of state-required building level objectives to achieve pupil performance objectives, curriculum content standards and state assessment benchmarks. Reviews the action plan for attainment of the objectives with the teaching staff at least once per semester and submits an annual statement of assurance as required by the New Jersey Department of Education.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the selection of appropriate instructional materials and monitors the delivery of the instructional program.
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Plans, organizes and supervises all curricular and extracurricular activities.
7. Interviews, makes appointment recommendations to the Superintendent, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.

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8. Conducts periodic observations of teaching staff members, prepares written comments, and offers constructive suggestions for improvement when appropriate.
9. Prepares and submits the school's budget requests and monitors the expenditure of funds.
10. Establishes and maintains an efficient office system to support the administrative functions of the school.
11. Ensures the safekeeping of student and personnel files and other confidential records and documents, and the destruction of public records in accordance with law and regulations.
12. Approves the master teaching schedule and classroom assignments.
13. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' right to due process.
14. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
15. Serves as the chairperson of the school's Intervention and Referral Services Committee.
16. Plans and supervises fire and other emergency drills as required by law and board policy.
17. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
18. Conducts staff meetings as necessary for the proper functioning of the school.
19. Plans and supervises regularly scheduled parent/teacher conferences; makes arrangements for special conferences as necessary.
20. Acts as a liaison between the school, the home and the community; interprets policies, programs and activities; and encourages board and community participation in the affairs of the school.
21. Keeps the CSA informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
22. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.

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23. Develops and maintains a master schedule for the academic and extracurricular programs and works cooperatively with the business administrator to schedule community use of the school building and grounds.
24. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
25. Ensures the proper collection, safekeeping, and accounting of school activity funds.
26. Performs other duties which may be assigned or required by law, code, regulation and/or board policy.
27. Report all cases of truancy or persistent or unnecessary absences to the CSA or to the proper attendance officer.

**Terms of Employment:** Work year and salary to be determined by the Board.

**Evaluation:** Performance of this job will be evaluated annually by the CSA in accordance with state law and the provision of the board's policy on evaluation of certified staff.

**Reviewed and readopted:** June 11, 2012  
**Adopted:** September 25, 1972