



PRINCIPAL

Qualifications:

1. Holds or is eligible for a New Jersey Principal's Certificate
2. Five years of experience as a certified teacher
3. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports to: Superintendent of Schools

Job Goal: The authority and responsibility of the Principal extends to all personnel and activities of his or her school and to such other activities and personnel as may be assigned by the Superintendent.

Duties and Responsibilities:

1. Instructional leader of their school
2. Recommend a budget to meet the educational and physical needs of his or her building.
3. Supervise and evaluate all phases of the activities and physical needs of his or her building including after-school activities.
4. Exert educational leadership and maintain and enhance the school and the District's standing in all internal and external relationships.
5. Plan and coordinate the curriculum and programs for his or her building. He or she may delegate or share authority but may not delegate or relinquish the ultimate responsibility for results or any portion of his or her accountability.
6. Maintain lines of communication with the staff to assure understanding of educational programs, policies, and regulations of the District.
7. Periodically report building conditions and needs, activities, and progress of the staff and students.
8. Recommend and administer approved personnel policies and procedures of the District in his or her school.
9. Supervise and evaluate the work of his or her personnel.
10. Submit recommendations to the Superintendent for hiring, orientation, in-service training, promotions, retaining, and dismissing members from his or her staff.
11. Direct the execution of the approved programs.
12. Recommend teacher assignments.
13. Counsel regularly with teachers in order to help them develop improved effectiveness in teaching.
14. Write job descriptions and task lists for new positions created within his or her school for the Superintendent's approval.
15. Direct and control pupil behavior and discipline and recommend action to be taken in extreme and/or legal cases by establishing a fair, firm, and consistent discipline program within the school.
16. Recommend and administer approved procedures for promoting pupils.
17. Administer, organize, and develop procedures, facilities, and forms of pupil records and accounting.
18. Enforce safety regulations, recommend improve procedures, and direct programs for enhancing the safety consciousness of all staff and pupils throughout his or her building.
19. Maintains the security of the building and its operations. Implement all procedures and programs prepared by the Central Office relative to maintenance, custodial functions, cafeteria operations,

purchase specifications, and such other matters as may affect the efficient operations of his or her educational program.

20. Approve specifications for equipment and supplies; direct and control the receipt, storage, inventory, usage, and distribution of equipment and supplies.
21. Coordinate and administer any and all federal, state, and local programs in his or her building.
22. Communicate clearly and appropriately with parents.
23. Serve as chairperson of building I&RS and 504 committees and be responsible for programming of student needs.
24. Represent the District among various publics.
25. Oversee the overall program of cafeteria operation.
26. Provide leadership of the faculty, pupils, and citizens in a cooperative and continuous effort to adopt the school program to the needs of the pupils and the community.
27. The Principal shall be under the direction of and accountable to the Superintendent and/or designee.
28. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: December 15, 1998
Amended: August 13, 2001
Amended: September 18, 2018