

NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

Instruction/Curriculum

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CERTIFIED

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, 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: Superintendent/Assistant Superintendent

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:

School Leadership

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.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

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Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. 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.
4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

Scheduling

1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

Contact with students

1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
2. Supervises dismissal.
3. Interacts appropriately with students during the school day.
4. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
5. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

Contact with Parents, Guardians, and the local community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
3. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
4. 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.

Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the

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policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.

2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

1. 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.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1F-19 <i>et. seq.</i>	School integrated pest management
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required
<u>N.J.S.A.</u> 18A:26-10	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A.</u> 18A:27	Employment and contracts

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<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
<u>N.J.S.A. 18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>See particularly:</u>	
<u>N.J.A.C. 6A:7-1.6</u>	Professional Development
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>See particularly:</u>	
<u>N.J.A.C. 6A:8-3.1</u>	Implementation of the Core Curriculum Standards
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.5</u>	Principal
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23</u>	Finance and business services
<u>N.J.A.C. 6A:24-4.1 et. seq.</u>	Implementation of whole school reform model
<u>N.J.A.C. 6A:24-4.4</u>	School-based budgets
<u>N.J.A.C. 6A:24-5</u>	Supplemental programs and services
<u>N.J.A.C. 6A:24-6</u>	Implementation of required programs in secondary schools
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:28-3</u>	Filing of disclosure statements
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32</u>	School district operations
<u>See particularly:</u>	
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-12.2</u>	School-level planning
<u>N.J.A.C. 6A:32-13</u>	Student behavior
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,

Manual for the Evaluation of Local School Districts

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No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450