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, communication and technological skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: 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 and achievement 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.
5. Exercises leadership in developing a culture and climate to positively affect team building leading to improved outcomes for students.

Curriculum and Instruction
1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Plans, organizes, supervises and budgets for building level programs and activities.

Supervision and evaluation of school staff
1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
2. Conducts 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.
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, HIB 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.

Scheduling
1. Collaborates with the district designee to develop and maintain a master schedule for the academic program.
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. Is responsible for the supervision of arrival and dismissal of schools.
2. Interacts appropriately with students during the school day.
3. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students’ rights to due process.

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. Acts as a liaison between the school, home and community; follows 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.
3. 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 policies, and reports to the board via the assistant superintendents 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.

Revised: November 14, 2017
Revised: August 17, 2021

LEGAL REFERENCES:

N.J.S.A. 13:1F-19 et. seq. School integrated pest management
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendents, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education
See particularly:
N.J.A.C. 6A:7-1.6 Professional Development
N.J.A.C. 6A:8 Standards and assessment
See particularly:
N.J.A.C. 6A:8-3.1 Implementation of the Core Curriculum Standards
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9 Instructional certificates
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-12.5 Principal
N.J.A.C. 6A:9-14 Acting administrators
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
N.J.A.C. 6A:24-1 et seq. Implementation of whole school reform model
N.J.A.C. 6A:24-4.4 School-based budgets
N.J.A.C. 6A:24-5 Supplemental programs and services
N.J.A.C. 6A:24-6 Implementation of required programs in secondary schools
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:27-11.2 Evacuation drills and safety education
N.J.A.C. 6A:28-3 Filing of disclosure statements
N.J.A.C. 6A:30 Evaluation of the school district
N.J.A.C. 6A:32 School district operations

See particularly:
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-12.2 School-level planning
N.J.A.C. 6A:32-13 Student behavior
N.J.A.C. 12:100-4.2 Adoption by reference

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

Bloodborne Pathogen Standard, 29 CFR 1910.1030


Manual for the Evaluation of Local School Districts


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