

HIGH BRIDGE BOARD OF EDUCATION

JOB DESCRIPTION

ELEMENTARY SCHOOL PRINCIPAL

- QUALIFICATIONS:**
1. New Jersey Principal Certificate or eligibility.
 2. Hold a master's degree in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management from an accredited college or university.
 3. Complete five years of successful educational experience under a valid provisional or standard New Jersey certificate or equivalent out of State certificate.
 4. Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement.
 5. Strong interpersonal and communication skills.
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools

SUPERVISES: All certified and non-certified 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.

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 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.

EVALUATION: Performance of this job will be evaluated annually in accordance with State law and the provisions of the Board’s policy on evaluation of Certified staff.

Date Adopted: 06/04

Revised: 12/11

<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
<u>N.J.S.A.</u>	18A:6-1 0	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
<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 principals
<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

N.J.S.A.	18A:26-10	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A.</u>	18A:27- 1	Appointment of teaching staff members; vote required
<u>N.J.S.A.</u>	18A:27-2	Employment without certificate prohibited
<u>N.J.S.A.</u>	18A:27-3	Employment for school year
<u>N.J.S.A.</u>	18A:27-3 .1	Nontenured teaching staff; observation and evaluation
<u>N.J.S.A.</u>	18A:27-3.2	Teaching staff member; notice of termination
<u>N.J.S.A.</u>	18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u>	18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u>	18A:37-4	Suspension of pupils by teacher or principal
<u>N.J.S.A.</u>	18A:40-7	Exclusion of pupils who are ill
<u>N.J.S.A.</u>	18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u>	18A:40A-12	Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
<u>N.J.S.A.</u>	18A:40A-13	Immunity for educational and remedial personnel, officers or agents because of actions taken by virtue or act
<u>N.J.S.A.</u>	18A:40A-14	Civil immunity for educational personnel reporting pupils <u>N.J.S.A.</u>
	18A:41-1	Fire drills and fire protection
	et seq.	
<u>N.J.S.A.</u>	18A:46-5 .1	Basic child study team services
<u>N.J.A.C.</u>	6:3-4.1	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-5.1	Standards for determining seniority
<u>N.J.A.C.</u>	6:3-6.1	Pupil records
	et seq.	
<u>N.J.A.C.</u>	6:3-9.3	Filing of disclosure statements and procedures in the event of incomplete filing or failure to file disclosure statements
<u>N.J.A.C.</u>	6:8-4.4	School-level planning
	et seq.	
<u>N.J.A.C.</u>	6:8-4.5	Curriculum and instruction
	et seq.	
<u>N.J.A.C.</u>	6:8-4.4	School-level planning
	et seq.	
<u>N.J.A.C.</u>	6:8-4.5	Curriculum and instruction
	et seq.	
<u>N.J.A.C.</u>	6:8-4.6	Pupil performance; skills and competencies et seq.
<u>N.J.A.C.</u>	6:8-4.7	Pupil behavior et seq.
<u>N.J.A.C.</u>	6:8-4.8	Teaching staff and professional development
	et seq.	
<u>N.J.A.C.</u>	6:8-4.9(a)6	Health and Safety
<u>N.J.A.C.</u>	6:8-4.9(a)7	Comprehensive maintenance plan
<u>N.J.A.C.</u>	6:8-4.9(a)8	Facilities master plan-substandard classrooms
<u>N.J.A.C.</u>	6:8-4.9	School resources; finance and facilities
<u>N.J.A.C.</u>	6:11-3.1	Certificate required
<u>N.J.A.C.</u>	6:11.6.1	Authorizations — general
<u>N.J.A.C.</u>	6:11-6.2	Endorsements and authorizations
<u>N.J.A.C.</u>	6:11-9.3	Authorizations
<u>N.J.A.C.</u>	6:11-9.5	Principal

<u>N.J.A.C.</u>	6:21-11.3	Emergency exit drills from school buses
<u>N.J.A.C.</u>	6:26-1.1	Intervention and referral services for general education et seq.
	pupils	
<u>N.J.A.C.</u>	6:29-6.5	Reporting, notification and examination procedures
<u>N.J.A.C.</u>	6:29-7.4	Physical examinations
<u>N.J.A.C.</u>	6:29-9.1,9.2	Reporting of allegations of child abuse and neglect
<u>N.J.A.C.</u>	6:29-10.1	Safe and drug free schools et seq.
<u>N.J.A.C.</u>	6:39-1.1	Evaluation
	et seq.	
<u>N.J.A.C.</u>	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 8 U.S.C.A. 1100 et seq.

Immigration Reform and Control Act of 1986,

Manual for the Evaluation of Local School Districts

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