

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: PRINCIPAL

QUALIFICATIONS:

1. New Jersey Principal Certificate or eligibility
2. Successful teaching experience at the elementary and/or high school levels.
3. Demonstrated leadership skills in the areas of curriculum development and school improvement.
4. Strong interpersonal and communication skills.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Superintendent

JOB GOAL:

The principal is the chief executive of the school. The principal, under the direction of the Superintendent, or his/her designee, is charged with the administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the superintendent, the policies of the District Board of Education, and the State Board of Education. The principal is expected to provide leadership to the staff and assists in interpreting the educational program in the community.

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 two-year school plans to achieve pupil performance objectives, curriculum content standards, and core course proficiencies. Reviews the plan with teaching staff at least once per semester and submits an annual statement of assurance on the prescribed form.
3. Establishes and maintains an effective learning climate in the school
4. Given the opportunity, assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program.
5. Given the opportunity, participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
7. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
8. Prepares and submits the school's budget requests and monitors the expenditure of funds.
9. Establishes and maintains an efficient office system to support the administrative functions of the school.

10. 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.
11. Approves the master teaching schedule and classroom assignments.
12. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
13. Notifies immediately the parent or guardian and the Superintendent of Schools 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.
14. 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.
15. Plans and supervises fire and other emergency drills as required by law and board policy.
16. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
17. Conducts staff meetings as necessary for the proper functioning of the school.
18. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
19. Acts as a liaison between the school, the home and the community; interprets policies, programs and activities.
20. 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.
21. 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.
22. 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.
23. Attends special school-sponsored activities and functions.
24. Performs other duties, which may be assigned by Superintendent or required by law, code, regulation/board policy.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year as per FRAA contract..

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in accordance with the Board's policy on evaluation.

APPROVED BY: _____ **Board of Education** _____ **DATE:** _____

REVISED: _____ **June 9, 2008** _____