

BRANCBURG TOWNSHIP PUBLIC SCHOOLS
Branchburg, New Jersey

Job Description
Principal

- I. Title: Principal

- II. 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

- III. Primary Function: The principal is the leader of the school and is charged with providing an optimum learning environment within the school. The principal's responsibilities are directed toward the delivery of quality educational services: overseeing the management of the facility and executing these responsibilities through the personnel assigned to the school.

- IV. Reports to: Superintendent

- V. Supervises: All certified and non certified staff assigned to the school.

- VI. Major Duties and 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.
 - 3. Establishes and maintains an effective learning climate in the school.
 - 4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
 - 5. 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 staff observations identifying specific areas of teachers' strengths and needs. Suggests and plans with staff specific alternative approaches for improvement of performance.
 - 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. Approves the master teaching schedule and classroom assignments.
11. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
12. 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.
13. Plans and supervises fire and other emergency drills as required by law and board policy.
14. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
15. Conducts staff meetings as necessary for the proper functioning of the school.
16. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
17. 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.
18. 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.
19. 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.
20. 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.
21. Ensures the proper collection, safekeeping, and accounting of school activity funds.
22. Plans, organizes and supervises all curricular and extracurricular activities.
23. Performs other duties and responsibilities incidental to the office or as assigned by the Superintendent or designee.

VII. Terms of Employment: Work year and salary to be determined by the Board of Education in accordance with the negotiated agreement.

VIII. Evaluation: Performance will be evaluated in accordance with state law and the provisions of the Board of Education's policy on evaluations of certified staff.