

## **INSTRUCTION/CURRICULUM**

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**TITLE:** PRINCIPAL

**REPORTS TO:** Superintendent

**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. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**SUPERVISES** All certified and non-certified staff assigned to the school

**JOB GOAL:** Provides leadership and managerial oversight to the instructional programs and school operations, ensuring a school climate that fosters the educational development of each pupil.

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the management of the school in accordance with law, administrative code, and Board of Education 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 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. 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. Coordinates all curricular and extracurricular activities.
7. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals.
8. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate.
9. Prepares and submits the school's budget requests, and monitors the expenditure of funds.
10. Establishes and maintains an efficient office system to support the administrative functions of the school.
11. 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.
12. Develops and/or approves the master teaching schedule and classroom assignments.
13. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board of Education policy and the students' right to due process.
14. Notifies immediately the parent/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.
15. Serves as the chairperson of the school's School Improvement Panel and submits an annual school improvement plan regarding the school's needs and planned activities.
16. Plans and supervises fire and other emergency drills, as required by law and Board of Education policy.
17. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
18. Conducts staff meetings as necessary for the proper functioning of the school.
19. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences, as necessary.
20. Acts as a liaison between the school, the home, and the community; interprets policies, programs, and activities; and encourages Board of Education and community participation in the affairs of the school.
21. Keeps the Superintendent of Schools informed of school activities and needs and works cooperatively with Central Office staff on matters relating to the school and the district.
22. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organization, enrollment in advanced courses, and by reading professional journals, and other publications.

- 23. 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.
- 24. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
- 25. Ensures the proper collection, safekeeping, and accounting of school activity funds.
- 26. Performs other duties which may be assigned or required by law, code, regulation/Board of Education policy.

**TERMS OF EMPLOYMENT:** This job description shall be subject to and consistent with the terms and conditions of employment set forth in the Collective Bargaining Agreement between the Wall Township Administrative and Supervisory Council (WTASC) and the Wall Township Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and New Jersey Administrative Code.

**APPROVED:** August 3, 2004

**REVISED:** May 19, 2015