

POLICY

Reports to

Superintendent of Schools

Terms of Employment

Twelve months

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Qualifications

1. A Master's Degree from an accredit college or university.
2. New Jersey Teacher Certificate.
3. New Jersey Principal Certificate, N.J.S.A. 26-2; N.J.A.C. 6:11-10.4
4. Minimum of five years of teacher experience
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Job goal

To provide leadership, supervision and coordination of the total educational program within the K-8 elementary school.

Performance Responsibilities

It shall be the responsibility of the elementary principal to:

1. Establish and maintain an effective learning climate in the school.
2. Supervise the planning, development, implementation, and evaluation of all school programs and activities.

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3. Participate in the selection and supervision of all school personnel, and supervise the orientation of newly assigned staff. Assist staff in their personal and professional development.
4. Supervise all administrative, professional, paraprofessional and nonprofessional personnel associated with the school.
5. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and pupils.
6. Delegate authority to appropriate and specific personnel to assume responsibility for the school in the absence of the principal.
7. Establish and maintain favorable relationships with parents, local community groups, and individuals in order to foster understanding and solicit support for and participation in overall school objectives and programs.
8. Interpret Board policies and administrative directions and discuss and resolve school related problems.
9. Prepare or supervise the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration and keep the Superintendent apprised of school events and activities.
10. Submit to the Superintendent at the end of the school year any necessary school reports as per the requirements of the County Office, the State Department of Education, and the Federal Government.
11. Supervise the exclusion of any pupil from school who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assure that the parents or guardians of excluded pupils are notified of the reason for exclusion.
12. Assume responsibility for health, safety, and welfare of pupils and staff including the planning for such emergencies as fire or storms and the training of the pupils in procedures to be followed during such events.
13. Conduct meetings of the staff as necessary for the proper functioning of the school.

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14. Maintain high standards of pupil conduct and enforce discipline as necessary, according to due process.
15. Help to preserve and administer the school budget, supervise school finances, and oversee the maintenance of school funds.
16. Serve as a member of such task forces and committees and attend such meetings as the Superintendent shall direct.
17. Attend school sponsored activities, functions, athletic events, and special events held to recognize pupil achievement.
18. Insure that pupil record keeping procedures comply with state and federal law and district policy. Establish procedures for safe storage and integrity of all school records.
19. Establish procedures for the security and accountability of all school facilities, property and equipment.
20. Supervise the physical operation of the school plant and its facilities and make appropriate recommendations to the Superintendent.
21. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
22. Conduct and arrange teacher recruitment and interviews.
23. Perform other duties which may be within the scope of his or her employment as may be assigned by the Superintendent under the Board of Education authority.

Date Adopted: 6/30/86

Date Revised: 8/15/88, 1/16/89