

# Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

**Title: Principal**

**Reports to: Superintendent**

**JOB GOAL:** The principal will provide leadership and work toward establishing and maintaining an educational environment created to meet the social, emotional and educational needs of all students while adhering to district and community standards.

## **QUALIFICATIONS:**

- Master's degree from an accredited college or university
- Valid NJ school principal certification/license
- Experience teaching and/or administrative a plus
- Excellent written and verbal skills
- Required criminal history background check and proof of US citizenship or legal resident alien status

## **GENERAL DESCRIPTION:**

It is the responsibility of the Principal to serve as the educational leader at the building level. Provides instructional leadership in curriculum and instruction and is responsible for the evaluation and supervision of all staff members assigned to the building. Administers to the school in accordance with the policies of the Board of Education.

He or she shall be responsible for and shall have authority over the actions of students, certified and support staff employees, visitors and persons hired to perform special tasks. To plan, implement, administer, and evaluate programs, activities, projects and students and staff associated with the School.

## **PERFORMANCE RESPONSIBILITIES:**

### INSTRUCTIONAL PROGRAM MANAGEMENT

- Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board.
- Maintain records and files; meet and confer with students, parents, faculty and staff.
- Develop the teacher's schedule for the School and schedule school students.
- Supervise and evaluate the school's co-curricular (athletic and academic) program(s).
- Work closely with the District Administrator in developing an appropriate educational program for students in regular and special education.
- Keep abreast of current research, innovations, and trends in education by attending workshops, conventions, and by reading educational journals. Attendance at a national convention requires prior school board approval.

### STUDENT WELFARE/PERSONNEL

- Coordinate new student orientation.
- Provide leadership for screening all new students for proper placement and referral for children with disabilities evaluation where appropriate.
- Assist with organizing co-curricular activities.
- Serve on IEP meetings.
- Provide for the health, safety, and welfare of all students.
- Supervise the maintenance of all student records kept at the school.

- Supervise the student health program including the reporting of injuries.
- Communicate with the students, parents, or guardians and community agencies regarding: student discipline, compulsory attendance, special assignments, report cards, failure notices, and staffing.
- Maintain an atmosphere conducive to learning by providing concise disciplinary procedures for violation of school rules.
- Provide students with a handbook outlining school rules, procedures, etc.
- Attend special events held to recognize student achievement, attend school-sponsored activities, functions and athletic events.

#### PERSONNEL MANAGEMENT

- Screen all applicant materials and select appropriate candidates for interview.
- Interview and recommend for employment prospective candidates for teaching, secretarial, and aid positions.
- Conduct a staff orientation program.
- Evaluate staff members according to the school district's policy and as required by NJ statutes.
- Responsible for general administration, which includes assignment of pupils, assignment of extra-curricular activities to teacher, direction and supervision of staff, preservation of discipline and general supervision of classroom procedure.

#### COMMUNITY RELATIONS

- Develop a program of public relations in order to further the community's understanding and support of the educational program.
- Utilizes all resources of the school system and the community in developing the most effective educational program.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

#### OTHER DUTIES

- Administers the schools budgeted allocations and makes recommendations for the annual budget.
- Consults with and coordinates the services of personnel so that all classroom teachers may receive effective assistance.
- Conducts staff meetings to keep members informed of policy changes, new programs and the like.

#### **BOARD OF EDUCATION APPROVAL:**