

TITLE: **PRINCIPALS**

QUALIFICATIONS: **New Jersey Principal Certificate**

REPORTS TO: **Superintendent of Schools**

TERMS: **Twelve months**

RESPONSIBILITIES INCLUDE:

1. Shall be responsible to the Superintendent for all organization, administration, and supervision within his or her school.
2. Shall be responsible for all administrative detail relating to custodians and their work and the maintenance of his or her school plant.
3. Shall keep the superintendent completely informed as to the condition of the school and its activities therein.
4. Through democratic administration and high professional standards, shall work cooperatively with the teaching staff for the vested interests of the students.
5. Shall be responsible for the health and welfare of the students and teachers.
6. Shall be responsible for assisting with the development of the curriculum of the School District of the Borough of Cliffside Park and planning and adapting the course of studies to the student's needs and interests.
7. Shall be responsible for the professional growth of all teaching and support staff.
8. Shall be responsible to the Superintendent for his or her own continued professional growth, for keeping abreast of new trends, and for developing a sound philosophy of education.
9. Shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
10. Shall be responsible for working with teachers and students, shall know when, how, and where specialists or resources are needed and shall refer such cases through the prescribed channels.
11. Shall be responsible for the morale of the teaching staff within the school building. Each staff member shall have an equitable amount of class and extra-class work. The principal should not over-assign a willing teacher nor under assign an unwilling teacher.
12. Shall be responsible for the classification, promotion or retention of all students within his or her school.
13. Shall constantly appraise and evaluate the instructional program.
14. Shall look upon supervision as a cooperative process involving classroom teachers.
15. Shall oversee the attendance and conduct of the students.

16. Shall be responsible for requisitioning supplies, textbooks, equipment and all materials necessary for the operations of the school, through prescribed channels, and be responsible for maintaining an inventory of texts, equipment and supplies.

17. Shall be responsible for the several miscellaneous duties such as; fire and safety drills, school enterprises and activities, parent-teacher organization, teachers' meeting and school exhibits.

18. Shall be responsible for organizing the playground, lunchrooms, and noon hour in the best interests of the students.

19. Shall be under the obligation to refer any eligible student to the Child Study Team and insure that student's receiving help within a reasonable period of time.

20. Shall produce a realistic school schedule that uses both the personnel and plant facilities in an optimum economical manner implementing the most efficient educational program.

21. Shall be responsible for planning and carrying out a year-round productive in-service program for the staff.

22. Shall supervise methods of instruction, modes of discipline, and fitness of the teachers for the work of which they are in charge. The principal shall evaluate all teachers and other personnel under his or her jurisdiction and shall keep a written record of such evaluation.

23. Shall keep all adequate school records and shall be responsible for all financial records of the school.

24. Shall see to the safekeeping of the building, the furniture, books, and apparatus contained therein, and the fences, trees, and shrubbery, He/she shall have the care of all supplies, textbooks, and equipment belonging to the school.

25. Shall complete in a timely manner all reports for the school required by NJDOE law or requested by the Superintendent or the Board.

26. Shall work cooperatively with the Superintendent in securing the best possible personnel for his/her school.

27. As head of the school, he/she shall establish procedures to deal with student unrest, demonstrations, boycotts, etc. He/she shall also work cooperatively with teachers and students in establishing strong lines of communication among all segments of the school population.

28. Shall prepare the preliminary budget for his or her school.

29. Shall conduct an on-going program of research and evaluation.

30. Shall have the power to suspend a pupil for continued disorder of opposition to authority but in such cases shall immediately send a written communication to the pupil's parents or guardian and to the Superintendent.

31. Shall work with other school principals in developing a consistent district-wide instructional program through an on-going program of articulation.

32. Shall work closely with the Superintendent and other members of the school administration in carrying out the policies of the board.

33. Shall perform such other duties as are assigned by the Superintendent.