

CAMDEN CITY PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: TURNAROUND PRINCIPAL

QUALIFICATIONS:

1. New Jersey Principal's Certificate.
2. Minimum 3 years experience as a Principal Administrator, Chief Academic Officer, Charter School Principal, or similar administrative experience, preferably in urban schools and/or communities
3. Leadership Coach or similar leadership position at a school with a record of student performance gains preferred. Other advanced degrees such as, policy or related fields, a plus.
4. Minimum of 3 years teaching experience with a record of student performance gains.
5. History of effectively coaching both new and experienced teachers preferred.
6. Knowledge of school turnaround principles.
7. Demonstrated ability to analyze data, excellent communication skills, consensus building ability.
8. Demonstrated experience in family engagement in the school is a plus.
9. Required criminal history background check, physical and proof of US Citizenship or legal alien status.
10. Proficient in Microsoft Office.
11. Valid driver's license

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: School Employees

JOB GOAL: The Turnaround Principal shall be responsible for using his/her educational leadership ability, expertise and knowledge in driving student achievement to turn around a low performing school. He or she will play a critical role as the school's instruction leader in improving student performance. With the support of NJDOE State Turnaround Coach and other regional and district staff, he/she will lead the school turnaround effort through the development and implementation of a school improvement plan designed to increase achievement by focusing on standards aligned curriculum, instruction and assessment practices, the effective use of data, creating a positive school climate and culture, increasing family and community engagement and effective scheduling for student and teacher learning.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

1. Make recommendation of staff: training, managing, coaching, etc.
2. Train, manage, coach, supervise and retain high quality staff members
3. Collect, share, and analyze data to drive school-wide academic progress
4. Monitor, support, and develop instructional learning experiences
5. Ensure the CCSS-aligned model curriculum is implemented with fidelity

CBOE, OFFICE OF HUMAN RESOURCES, 201 N. FRONT STREET, CAMDEN, NEW JERSEY 08102

6. Develop, manage and implement school level goals
7. Improve instruction through targeted results orientated professional learning experiences
8. Evaluate the progress of all instructional staff in accordance with district approved model and procedures
9. Other duties as assigned

Cultural Leadership

1. Approach challenges with a “make it happen” mindset that is urgent, positive, and solutions-oriented
2. Cultivate a safe school environment that is conducive to teaching and learning
3. Establish and maintain a school culture of high academic and behavioral expectations
4. Recognize and stretch high-performing staff members while recommending corrective action plan for persistently low performers
5. Prioritize family and community member engagement in service of student learning outcomes
6. Other duties as assigned

Organization Leadership

1. Ensure that the school schedule is designed to meet school learning goals
2. Establish and communicate a shared, outcomes-driven mission and vision with a clear action plan for realizing school goals
3. Consistently monitor progress towards goals and pursue continuous improvement
4. Establish and maintain strong time management and organizational systems
5. Create and utilize processes to delegate leadership and decision-making throughout the school
6. Communicate to the broader school community in an effective, efficient, and timely manner
7. Collaborate with colleagues within the K-12 cluster and across the district to monitor, evaluate, and adjust the implementation of curriculum, assessment, and instruction to ensure the college and career readiness of all students
8. Develop, manage and implement school budget to meet education goals of school.
9. Other duties as assigned

TERMS OF

EMPLOYMENT: Twelve (12) month tenured position

EVALUATION: The Turnaround Principals will be evaluated by the Assistant Superintendent with input from the RAC

SALARY: To be negotiated

Date approved by Board of Education_____

PHYSICAL REQUIREMENTS:

1. Employee may need to:

a. Stand	Continuously	Frequently	Occasionally	Not at all
b. Walk	Continuously	Frequently	Occasionally	Not at all
c. Sit	Continuously	Frequently	Occasionally	Not at all
d. Drive	Continuously	Frequently	Occasionally	Not at all

2. Employee may use hands for:

a. Single grasping	Continuously	Frequently	Occasionally	Not at all
b. Pushing & Pulling	Continuously	Frequently	Occasionally	Not at all
c. Fine manipulation	Continuously	Frequently	Occasionally	Not at all

3. Employee may use wrists for:

a. Twisting/turning	Continuously	Frequently	Occasionally	Not at all
---------------------	--------------	------------	---------------------	------------

4. Employee may need to:

a. Bend	Continuously	Frequently	Occasionally	Not at all
b. Twist	Continuously	Frequently	Occasionally	Not at all
c. Squat	Continuously	Frequently	Occasionally	Not at all
d. Climb	Continuously	Frequently	Occasionally	Not at all

5. Environment:

a. Outside	Continuously	Frequently	Occasionally	Not at all
b. Inside	Continuously	Frequently	Occasionally	Not at all

6. Lifting:

☒ **Sedentary Work:** Lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as books, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Continuously Frequently Occasionally Not at all

☒ **Light Work:** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to ten pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Continuously **Frequently** Occasionally Not at all

PHYSICAL REQUIREMENTS (continued):

☒ Moderate Work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Continuously

Frequently

Occasionally

Not at all

☐ Heavy Work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Continuously

Frequently

Occasionally

Not at all

☐ Very Heavy Work: Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.

Continuously

Frequently

Occasionally

Not at all

7. Vision (with or without corrective lenses:

- ☒ Close vision (Clear vision at 20 inches or less)
- ☒ Distance vision (Clear vision at 20 feet or more)
- ☒ Color vision (Ability to identify and distinguish colors)
- ☒ Peripheral vision (Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (Ability to adjust the eye to bring an object into sharp focus)

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the essential functions of the position as assigned.

Signature of Employee

Date

NEW JERSEY RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (P.L. 2011, Chapter 70), also known as the "New Jersey First Act", effective September 1, 2011, all newly hired public employees, including public school district employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after the date of hire to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your position.