

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Principal
Position

REPORTS TO: Superintendent/Assistant Superintendent

SUPERVISES: All certified and noncertified staff assigned to the school

JOB GOAL:

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

School Leadership

- 1) Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations
- 2) Exercises leadership in school-level planning for improvement of instruction
- 3) Establishes and maintains an effective learning climate
- 4) Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district

Curriculum and Instruction

- 1) Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program
- 2) Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs
- 3) Plans, organizes and supervises all curricular and extracurricular activities

Supervision and Evaluation of School Staff

- 1) Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals

- 2) Conducts observations of teaching staff members, prepares written comments, and offers constructive suggestions for improvement when appropriate
- 3) Conducts staff meetings as necessary for the proper functioning of the school

Office Management and Administrative Efficiency

- 1) Prepares and submits the school's budget requests and monitors the expenditure of funds
- 2) Establishes and maintains an efficient office system to support the administrative functions of the school
- 3) 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
- 4) Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code
- 5) Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration
- 6) Ensures the proper collection, safekeeping and accounting of school activity funds

Scheduling

- 1) Develops and maintains a master schedule for the academic and extracurricular programs, and works cooperatively with the school business administrator to schedule community use of the school building and grounds
- 2) Approves the master teaching schedule and classroom assignments
- 3) Plans, schedules and supervises fire and other emergency drills as required by law and board policy

Contact with Students

- 1) Greets students in a friendly and dependable manner during their morning arrival whenever possible
- 2) Supervises dismissal
- 3) Interacts appropriately with students during the school day
- 4) Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and students' rights to due process
- 5) Participates in the planning and delivery of intervention and referral services for student who

are having difficulty in their classes and who have not been classified in need of special education

Contact with Parents, Guardians, and the Local Community

- 1) Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events
- 2) Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary
- 3) Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code
- 4) Notifies immediately the parent or guardian and the superintendent to arrange for an immediate examination by a physician of any student suspected of being under the influence of alcohol or other drugs or of using anabolic steroids

Implements Policies that are Adopted by the School Board

- 1) Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board, via the superintendent, on policies that may need to be modified in order to improve student achievement
- 2) Specifically for implementing the policy on harassment, intimidation and bullying (HIB), the role of the principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
 - a. Receiving verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying

Other

- 1) Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications
- 2) Performs other duties which may be assigned or required by law, code, regulation or board policy

QUALIFICATIONS:

- 1) Valid New Jersey Principal certificate of eligibility
- 2) Minimum experience as determined by the board
- 3) Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
- 4) Strong interpersonal and communication skills
- 5) Required criminal history background check and eligibility to work in the United States.
- 6) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- 7) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten (10) or Twelve (12) month work year

SALARY RANGE:

Negotiated Bargaining Agreement between the EOBOE and the EOAA

Approved by the East Orange Board of Education:

September 15, 2020

Revised 08/24/2020