File Code: 1.060

HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
PRINCIPAL

QUALIFICATIONS:

1. Possesses New Jersey certification as Principal.

2. Has obtained a minimum of a Master's Degree.

3. Has previous successful administrative experience, preferably at the building level.

4. Possesses strong human relations, problem solving, decision making and communications skills.

5. Demonstrates educational leadership to implement educational innovations which benefit students.

4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.

6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To use leadership and management skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership

   a. Administers, coordinates, supervises and evaluates the implementation of the Board-approved instructional program in a manner designed to maximize the cognitive and affective progress of each student within an effective learning climate.

   b. Designs and initiates programs, based on current educational theory and research, in accordance with district

goals/Board policy, to meet the specific needs of the students and the school.

c. Facilitates the implementation of services for all students in the school including, but not limited to, those with special needs.

d. Administers and monitors the acquisition of instructional supplies, equipment and textbooks to support the school's instructional program.

2. Personnel Administration

a. Supervises all professional and office services personnel assigned to the school.

b. Assists in the recruiting, screening, hiring, and assigning of the school's staff.

c. Conducts personnel evaluations in accordance with established criteria and makes recommendations to the Superintendent concerning the retention or dismissal of staff.

d. Handles personnel matters in accordance with negotiated agreements and contracts for all staff, Board policy and state law.

e. Generates and maintains personnel records, reports and documentation as required by state and federal law and regulation as well as by district policy and procedures.

3. Staff Development

a. Participates in the design, implementation and facilitation of districtwide and building-level staff development experiences.

b. Works with staff to explore, evaluate and, as appropriate, implement educational trends and research which may enhance the delivery of instruction, the achievement of students, and the improvement of school services.

c. Demonstrates a leadership role in the orientation of new staff in accordance with state law and regulation as well as district policy and procedures.

d. Serves as a model of professional growth.

4. Student Management

a. Maintains high standards of student conduct and enforces discipline as necessary, according due process rights of

students in collaboration with students, staff, parents, law enforcement officials and others.

b. Establishes and publishes guidelines for proper student conduct in keeping with state law, Board policy and school practices and maintains accurate discipline records.

c. Supervises the maintenance of records concerning student attendance and implements state law and regulation as well as Board policy in the area of attendance.

5. Educational Planning and Evaluation

a. Participates in districtwide as well as building-level activities to design educational philosophy and goals which maximize student growth.

b. Participates as a member of the district's Administrative Team in systematic identification of educational needs, program development and assessment systems.

c. Makes recommendations about short-range and long-range needs of the facility and grounds as they relate to the educational program and the school environment.

d. Conducts an on-going assessment of the educational program in the assigned school, including the strengths and areas in need of improvement; the analysis of test results, attendance records, discipline reports; feedback from students, staff, administrators and parents; and other formal and informal data.

e. Oversees the development, implementation and evaluation of the master teaching schedule which may entail the coordination of efforts with other administrators in the district.

6. Business and Plant Management

a. Prepares and administers the school's annual budget in keeping with state law and regulation, Board policy and procedures established by the Superintendent and School Business Administrator.

b. Uses appropriate business and management procedures to achieve efficiency and economy in the operations of the school.

c. Supervises the preparation and processing of all purchase orders and requisitions which originate in the school.

d. Supervises the collection and disbursement of funds relating to the school's activity account using an accurate accounting system.

e. Monitors the work of the building services personnel designated to the building.

f. Maintains a calendar for the use of the school building and grounds by school and community organizations in keeping with Board policy and the procedures established by the School Business Administrator.

g. Monitors the maintenance and security of instructional supplies, equipment and textbooks as well as the school building and grounds.

7. Auxiliary Services

a. Contributes to the development of transportation rules and procedures and supervises their implementation as related to the assigned school.

b. Plans and supervises fire drills and an emergency preparedness program in keeping with state law and regulation, Board policy and school needs.

c. Supervises the program for school health services and records including the reporting of injuries.

d. Oversees and evaluates the school's extracurricular program as appropriate.

8. School and Community Relations

a. Utilizes the resources of the school and community to enhance the educational program and promotes on-going, two-way communications with relevant audiences (i.e., students, staff, parents, community residents).

b. Attends executive and regular meetings of the parent support group(s) associated with the assigned school when appropriate.

c. Keeps the Superintendent informed of the school's activities and problems.

d. Serves as a member of committees and attends meetings as appropriate.

9. District Policies, Goals and Objectives

a. Is knowledgeable about district policies and implements district policy, goals and objectives.

b. Interprets for school staff, students and community residents Board policy and school procedures related to the policies.

c. Understands and implements school law and regulation.

d. Exercises decisive leadership in crisis situations.

10. Professional Development

a. Continues own professional growth and development through activities which may include, but not be limited to, memberships, attendance at relevant meetings, workshops and conferences, enrollment in advanced courses; and similar activities subject to the approval of the Superintendent and in accordance with budget allocations.

b. Keeps up-to-date with changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing areas of mutual interest with others in the field.

11. Other

Performs such other tasks and assumes such other duties as required by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be established through the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provision of the Board's policy on Evaluation of Administrative Personnel and with the terms of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

SOURCE: Regular Board Meeting
DATE: February 8, 1995