

Middlesex Public Schools

JOB DESCRIPTION

Job Title: **PRINCIPAL**

Qualifications

1. Valid New Jersey Principal Certificate or 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 proof of U.S. citizenship or legal resident alien status

Reports to: Superintendent and/or Assistant Superintendent

Supervises: All certified and non-certified 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 pupil.

Performance Responsibilities:

1. Assume responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercise leadership in school-level planning for improvement of instruction.
3. Establish and maintain an effective learning climate in the school.
4. Assist in the selection of appropriate instructional materials and monitor delivery of the instructional program.
5. Participate in the development, evaluation and revision of curriculum and assume responsibility for the implementation of approved programs.
6. Supervise all curricular and extracurricular activities.
7. Interview, recommend for appointment, assign, supervise and evaluate the performance of all school employees and assist them in achievement of their job goals.

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8. Conduct periodic observations of all certified staff members; prepare written comments; and offer constructive suggestions for improvement when appropriate.
9. Conduct summative evaluations of teaching staff members and assistant principal(s); prepare written comments; and offer constructive suggestions for improvement, when appropriate.
10. Prepare and submit the school's budget requests and monitor the expenditure of funds.
11. Establish and maintain an efficient office system to support the administrative functions of the school.
12. Ensure 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.
13. Maintain oversight of and approve the master teaching schedule and classroom assignments.
14. Determines course assignments of all teachers and placement of classroom aides.
15. Maintain high standards of student conduct and enforce discipline as necessary in accordance with board policy and the students' rights to due process.
16. Notify immediately the parent or guardian and the chief school administrator 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.
17. Report incidents of violence, vandalism and substance abuse. Ensure the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
18. Participate in the planning and delivery of intervention and referral services for students who are having difficulty in their classes and who have not been classified in need of special education.

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19. Plan and supervise fire and other emergency drills as required by law and board policy.
20. Prepare or supervise the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
21. Conduct staff meetings as necessary for the proper functioning of the school.
22. Plan and supervise regularly scheduled parent/teacher conferences; and make arrangements for special conferences as necessary.
23. Act 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.
24. Keep the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
25. Assume 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.
26. Develop and maintain a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
27. Attend special events held to recognize student achievement and other school-sponsored or Board of Education sponsored activities and functions.
28. Ensure the proper collection, safekeeping, and accounting of school activity funds.
29. Perform other duties which may be assigned by the Superintendent or Assistant Superintendent or required by law, code, regulation/board policy.

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Terms of Employment: 12-months as per contract

Evaluation Performance of this job will be evaluated by the Superintendent and/or Assistant Superintendent annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Approved by: Board of Education **Date:** **November 28, 2005**

Revised: **April 6, 2020**

Legal References

N.J.S.A. 13:1F-19 et seq. School integrated pest management
N.J.S.A. 18A:6-1 Corporal punishment of pupils
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendents, principals and teachers
N.J.S.A. 18A:26-1 Citizenship of teachers
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required
N.J.S.A. 18A:26-10 Suspension of certificate for wrongful cessation of performance of duties
N.J.S.A. 18A:27 Employment and contracts
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:37 Discipline of pupils
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.S.A. 18A:41-1 et seq. Fire drills and fire protection
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6:3-5.1 Standards for determining seniority
N.J.A.C. 6:3-6 Pupil records
N.J.A.C. 6:3-9.3 Filing of disclosure statements and procedures in the event of incomplete filing or failure to file disclosure statements
N.J.A.C. 6:8 Thorough and efficient system of free public

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See particularly: schools

N.J.A.C. 6:8-2.2 School-level planning

N.J.A.C. 6:8-2.5 Curriculum and instruction

N.J.A.C. 6:8-2.7 Pupil behavior

N.J.A.C. 6:8-2.8 Teaching staff and professional development

N.J.A.C. 6:24 Comprehensive maintenance plans

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-8 Requirements for instructional certificate

N.J.A.C. 6A:9-9 Instructional certificates

N.J.A.C. 6A:9-12.3 Authorization

N.J.A.C. 6A:9-12.5 Principal

N.J.A.C. 6A:9-14 Acting administrators

N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:9-16 Required professional development for school leaders

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public education

N.J.A.C. 6A:23 Finance and business services

*N.J.A.C. 6A:24 Urban education reform in the Abbott districts

See particularly:

N.J.A.C. 6A:24-1.4 Responsibilities of local (Abbott) districts

N.J.A.C. 6A:24-2.1 et. seq. Establishment of school management teams

N.J.A.C. 6A:24-4.1 et. seq. Implementation of whole school reform model

N.J.A.C. 6A:24-4.4 School-based budgets

N.J.A.C. 6A:24-5 Supplemental programs and services

*Applies to Abbott districts only

N.J.A.C. 6A:24-6 Implementation of required programs in secondary schools

N.J.A.C. 6A:27-11.2 Evacuation drills and safety education

N.J.A.C. 6A:30 Evaluation of the school district

N.J.A.C. 12:100-4.2 Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard,

29 CFR 1910.1450