



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

PRINCIPAL

REPORTS TO:

Superintendent of Schools or his/her designee

SALARY GRADE:

As per NBEA contract

NATURE AND SCOPE OF JOB:

He/she is responsible for all phases of student and staff life and activity.

JOB QUALIFICATIONS:

- New Jersey Department of Education Principal Certificate, Principal/Supervisor Standard Certificate, or School Administrator Standard Certificate

ESSENTIAL JOB FUNCTIONS:

- Responsible for the efficient operation of the school.
- Develop building regulations.
- Assign additional responsibilities to the Vice Principal, Administrative Assistants and Head Teacher.
- Responsible for the improvement of instruction and the atmosphere for learning. Provide the necessary supplies and equipment.
- Initiate, supervise, monitor and evaluate all phases of the educational program.
- Recommend curriculum changes and in-service curricular activities.
- Establish an on-going program of supervision of instruction.
- Direct and cooperate with teachers in holding every student accountable for acceptable conduct on the way to and from school, on the school ground and in the school building.
- Responsible for all disciplinary action which might be affected for the welfare of all students.
- Responsible for the health and safety of the staff and student body.
- Assume full responsibility for suspension of students.
- Direct and encourage teachers in carrying out their duties and responsibilities.
- Interview and recommend for professional and non-professional staff.
- Supervise and evaluate professional staff.
- Recommend for re-employment or termination of non-tenured teachers.
- Recommend staff members with proper certification for promotion.
- Call staff meetings to improve school operations and implement district policies.
- Affect an optimum program of teacher assignment conducive to the best interests of students and professionals.
- Recommend and supervise summer curriculum developments.



Prepare·Empower·Inspire

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- Maintain close contact with parents.
- Attend and participate in district meetings.
- Attend and participate in local, state, and national professional conferences where feasible.
- Maintain all state laws governing the operation of public schools and the supervision of students.
- Complete reports as requested by the Superintendent of Schools or his designee.
- Organize and administer co-curricular activities within the school.
- Responsible for all activities of a school sponsored nature.
- Establish proper inventory and distribution of supplies and equipment.
- Provide leadership for PTA and/or Title I, Title VII Advisory Committee activities.
- Contribute to the public relations program for the school district.
- Serve as consultant to various department areas.
- Prepare, develop, organize, and administer the preparation of an annual budget.
- Attend and participate in administrator meetings; Management Team Meetings, Principal Meetings, etc.

OTHER DUTIES:

- Any other duties as assigned.

WORK ENVIRONMENT:

This job operates in a professional office and school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.



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The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.