NEPTUNE TOWNSHIP BOARD OF EDUCATION
Neptune, New Jersey 07753
Job Description

PRINCIPAL – SECONDARY SCHOOL

QUALIFICATIONS:

1. New Jersey Principal's Certificate. This would include:
   - A. New Jersey permanent teacher's certificate. (An appropriate program of studies and three years of successful teaching experience.)
   - B. Master's degree, with a major in administration and supervision.
   - C. Twenty-four (24) credit hours of courses in Educational Administration and Supervision, curriculum, the learner and the learning process, and related disciplines.
   - D. At least five years teaching experience, some of which must have been active classroom teaching.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Assistant Superintendent.

SUPERVISES:

Entire faculty and staff, and students in secondary school assigned to. Includes vice-principals, chairpersons, head custodian, director of student activities, guidance director and others.

JOB GOALS:

To insure the safe and orderly operation of the school and to create an attractive education facility by providing a meaningful curriculum and sound and wholesome learning experiences.

PERFORMANCE RESPONSIBILITIES:

1. Responsible to the Superintendent of Schools for all organization, administration, and supervision of the educational and extracurricular programs within the building.
2. Makes recommendations concerning the members of and employment of administrators, teachers, clerks, custodians and secretaries of his/her building.
3. Oversees the work of the janitors and the maintenance of the school plant and recommends a summer maintenance program.

4. Keeps the Superintendent completely and continuously informed as to the condition of the school and the activities therein.
5. Works cooperatively with the teaching staff for the best interest of the students using democratic administration and high professional standards.
6. Responsible for the health and welfare of the students and teachers insofar as school conditions infringe on same.
7. Supervises the development of all the curriculums in planning, adapting the courses of study to the needs and interests of the students, and organizing an efficient program within the school.
8. Maintains good public relations with the community and sending districts, and utilizes fully community resources to enrich the learning program of the students.
9. Actively interested in local, State and national professional organizations to promote professional improvement and render greater service.
10. Assigns teaching staff within the building. Sees that each staff member has an equitable amount of class and extra-class work. Neither over-assigns a willing teacher nor under-assigns an unwilling teacher. Delegates duties to accomplish the work in a clearly expressed manner. (The requisite authority shall be delegated to him/her to accomplish these purposes by the Superintendent.)
11. Evaluates all professional and nonprofessional staff yearly for salary increases and rehiring, writes visitation reports on all nontenure teachers at least once a month and n all tenure teachers twice each year or as directed by the Superintendent. Looks upon supervision as a cooperative process leading to improvement.
12. Classifies, promotes or retains students within the building.
13. Exerts a major effort to improve the school offering and constantly appraises and evaluates the instructional program. Together with supervisors and department heads, is responsible for the quality of the educational program within the school.
14. Oversees the attendance and conduct of the students.
15. Orders supplies, textbooks, equipment and all materials necessary to the operation of the school within the budget figures prepared by the Superintendent. (The Superintendent shall examine and revise such orders if considered necessary.)
16. Conducts fire drills and air raid drills in accordance with State laws and district regulations.
17. Oversees school enterprises and activities, including school sponsored activities held after school hours and on non-school days.
18. Provides leadership for Parent-Teacher Organizations and monthly (or more frequently) teachers' meetings.
19. Administers the school exhibits and the cafeteria.
20. Checks school registers and the monthly report summarizing the registers for the Superintendent's office.
21. Organizes the cafeteria and lunch periods in the best interest of the students.
22. Prepares preliminary budget for the school and submits to the Superintendent.
23. Prepares all State and Federal reports as required.
24. Administers the negotiated contract of the Board of Education and the N.T.E.A.
25. Performs such other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months, in accordance with the negotiated collective bargaining agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board Policy on the evaluation of administrative and supervisory personnel.

Readopted by the Board: July 25, 2007