

RED BANK BOROUGH PUBLIC SCHOOLS  
RED BANK, NEW JERSEY

PRE-K – GRADE 3 PRIMARY SCHOOL PRINCIPAL  
JOB DESCRIPTION

Position Description:

The Principal will provide leadership and administration to inspire and motivate instructional and support personnel to strive for superior performance. The Principal will provide the best possible opportunities for student growth and development, both educationally and socially.

Certification Required      Valid New Jersey School Administrator or Principal Certificate

Reports To:                      Superintendent of Schools

Preferred Qualifications:

Leading and supporting a PreK-3 culture;  
Leading high-quality instruction and collaborative planning;  
Leading data analysis and problem solving within and across grade levels;  
Incorporating a well-rounded comprehensive curriculum;  
Building and sustaining relationships with community partners.

Job Description Responsibilities:

- Lead the assessment of teacher effectiveness through the district's teacher practice framework as a driving force in improving program quality, teacher practice, and student learning (Charlotte Danielson's Framework for Teaching).
- Lead the implementation of an assessment of student learning system that includes screening, formative and summative assessments to improve student learning and teaching practices that are aligned with the Common Core State Standards.
- Lead the implementation of PreK-3 curriculum that reflects developmentally appropriate assessment and practices alignment and the Common Core State Standards.
- Lead a data-driven instructional delivery system that reflects the use of student learning and teacher practice to promote enhanced learning and teaching practices.
- Lead a data-driven professional development system that is responsive to needs of teachers regarding their understanding of child development, developmentally appropriate assessment practices, and curricular innovation and alignment.
- Lead the establishment of a PreK-3 culture that reflects educators' understanding of social and emotional development as a necessary curricular component in all PreK-3rd classrooms.

- Promote teacher leadership through joint planning and shared professional development among all PreK, Kindergarten, and Grades 1-3 teachers and staff.
- Promote family engagement focused on supporting learning and instruction. This includes collaboration and planning with PTO, district administrators, and community liaisons and social agencies.
- Interface with district administrators and master teacher/coaches to support the work of the principal, teachers, and staff in addressing the academic and social emotional needs of students – Curriculum and Instruction - PreK – Special Education – Business Administrator - Bilingual/ESL/World Languages – PreK Master Teachers – Visual Technology Coordinator, among others.
- Participate in self-assessment to determine and participate in professional development plan design that will guide principal’s professional growth.
- Lead the budget development process that reflects the principal’s understanding of the needs of the school and the creative reallocation of personnel and other resources.
- Perform responsibilities associated with the overall safe, effective and efficient operation of the school.
- Lead and support the implementation of an extended day enrichment program that is supported by federal, state, local, and community resources.
- Perform all other duties, as assigned by the Superintendent.

Resources:

Advocates for Children of New Jersey (ACNJ) 2011 - Building Early Learning Leaders: New Jersey’s PreK-3rd Leadership Training - A Case Study  
*By Cynthia Rice, ACNJ and Vincent Costanza, NJ DOE*

Foundation for Child Development (2011) - PreK-3rd: Principals as Crucial Instructional Leaders  
 By Sara Mead

Date Adopted: 2/28/2013