

## UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

### JOB DESCRIPTION

**TITLE:**                   **PRINCIPAL**

**REPORTS TO:**            Superintendent of Schools

#### **QUALIFICATIONS:**

1. Master's degree
2. New Jersey Principal Certificate or eligibility
3. Five years experience as a supervisor or principal, preferred
4. Five years experience in the field of public education, including experience as a classroom teacher; experience in vocational-technical education, preferred
5. Excellent written and verbal communication skills
6. Excellent interpersonal skills
7. Alternatives to the above qualifications may be substituted as deemed appropriate by the board of education
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

#### **RESPONSIBILITIES:**

The principal is responsible for the management of the schools and will provide leadership in the development of academic and vocational-technical programs that meet the needs of the students and achieve the district's educational goals. He/She is directly responsible for all aspects of administration, program development, instructional evaluation, and staff supervision. The principal will develop and implement effective practices to ensure the highest standards for student achievement and instructional excellence.

#### **DUTIES:**

1. Administers and evaluates the operation of the schools.
2. Implements board of education policies and procedures.
3. Supervises the development and implementation of the curriculum.
4. Provides for supervision of all classes to ensure effective instruction and attainment of course objectives.
5. Observes and evaluates professional staff, aides and support staff in accordance with the guidelines of the district, state law and code.
6. Interviews, recommends, and assigns professional staff, aides, and support staff.

Job Description: Principal (continued)

7. Develops the master schedule in conjunction with the counseling staff.
8. Insures the appropriate infusion of technology into the curriculum.
9. Supervises, evaluates and enforces the safety program including mandated fire drills.
10. Organizes and consults with advisory committees representing business and industry.
11. Recommends and administers the budget for direct areas of responsibility.
12. Provides for inservice training of staff to meet identified needs and ensures that mandated staff development sessions are conducted in compliance with law and code.
13. Conducts studies and surveys to determine changing needs regarding program offerings.
14. Supervises the collection and distribution of monies and establishes and maintains an accurate system of records regarding student financial activities, student records and staff records.
15. Reviews plan books and record books.
16. Supervises the ordering of textbooks, equipment and supplies and maintains an accurate inventory.
17. Provides for the admission, orientation and counseling of students.
18. Prepares reports for the district, gathers statistical data, and submits the information to the chief school administrator in a timely manner.
19. Participates in meetings and conferences, as required.
20. Performs other related duties as assigned.

**HUMAN RELATIONS:**

**With Students**

1. Demonstrates warmth and friendliness.
2. Demonstrates appreciation and respect for the rights and opinions of all students.
3. Displays sensitivity to students by listening to them and responding effectively to their feelings and needs.
4. Demonstrates patience, empathy, and understanding.
5. Promotes good interpersonal relationships.
6. Creates a supportive environment.
7. Is a positive role model for students in speech, appearance, behavior, and attitude.
8. Demonstrates an awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs.
9. Displays evidence of understanding each student's social, emotional, physical, and intellectual growth and development.

Job Description: Principal (continued)

**With Parent/Guardians**

1. Acts as liaison with parents/guardians.
2. Initiates and conducts conferences with parents/guardians, if necessary.
3. Interprets course goals and objectives to help parents/guardians understand them.
4. Listens and responds to the concerns of parents/guardians.

**With Staff**

1. Works cooperatively and enthusiastically with staff and the administration in achieving the schools' educational goals.
2. Orients staff regarding board of education policies and procedures.
3. Exhibits professional and ethical attitudes and behaviors toward colleagues.

**SCHOOL-WIDE EFFECTIVENESS:**

1. Implements required school regulations and administrative requests.
2. Accepts responsibilities for the provision of a safe and clean environment.
3. Contributes to the development and maintenance of faculty and student morale.
4. Establishes and maintains parents/guardians and community confidence in the school's programs and efforts.
5. Contributes/lends assistance to committees, staff meetings and/or individuals promoting school-related activities.
6. Demonstrates good attendance and punctuality.

**PROFESSIONAL GROWTH:**

1. Works with colleagues to evaluate and to ensure effectiveness.
2. Seeks assistance when necessary.
3. Accepts and uses constructive suggestions.
4. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.
5. Develops ways of applying recently acquired professional knowledge and skills.
6. Sets appropriate professional growth goals and objectives.
7. Keeps informed of recent developments in his/her areas of expertise.

**TERMS OF EMPLOYMENT:**

Twelve months

Adopted: 05/19/93  
Revised: 10/19/94  
12/20/99  
12/22/08