

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: SCHOOL PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Successful teaching experience at the elementary and/or intermediate school level 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 of Schools or designee

SUPERVISES: All certified and non-certified staff assigned to the school

JOB GOAL: To provide leadership, vision, and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil as well as the enhancement of the school program as a whole.

Specific Duties and Responsibilities:

1. Assume responsibility for the management of the school in accordance with law, administrative code, and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Involves teachers and parents in the development and implementation of state-required two year school plans to achieve pupil performance objectives, curriculum content standards, and core course proficiencies.
4. Establishes and maintains an effective learning climate in the school.
5. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
6. Participates in the development, evaluation, and revision of curriculum and assumes responsibility for the implementation of approved programs.
7. Plans, organizes, and supervises all curricular and extracurricular activities.

8. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all employees assigned to the school and assists them in achievement of their job goals.
9. Conducts periodic observations of teaching staff members, prepares written comments, and offers constructive suggestions for improvement.
10. Prepares and submits the school's budget requests and monitors the expenditure of funds.
11. Establishes and maintains an efficient office system to support the administrative functions of the school.
12. Ensures 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. Cooperatively develops and approves the master teaching schedule and classroom assignments.
14. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
15. Notifies immediately the parent or guardian and the superintendent of schools to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
16. Reports incidents of violence, vandalism, and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
17. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
18. Plans and supervises fire and other emergency drills as required by law and board policy.
19. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
20. Conducts staff meetings as necessary for the proper functioning of the school.
21. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
22. Acts as a liaison between the school, the home, and the community; interprets policies, programs, and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and community that is required by law, administrative code, or for the proper functioning of the school.

23. Keeps the superintendent of schools informed of school activities and needs, and works cooperatively with central office staff on matters relating to the school and the district.
24. Assumes responsibility for his/her continuing professional growth and development enrollment in advanced courses, and by reading professional journals and other publications.
25. Cooperatively develops and maintains a master schedule for the academic and extracurricular programs, and works cooperatively with the central office to schedule community use of the school building and grounds.
26. Coordinates and attends special events held to recognize student achievement and other school-sponsored activities and functions.
27. Ensures the proper collection, safekeeping, and accounting of school activity funds.
28. Serves on the school building's Harassment, Intimidation, and Bullying Committee.
29. Performs other duties assigned by the superintendent of schools and/or designee, or required by law, code, regulation/board policy.

Terms of Employment: 12-month position

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of administrative personnel.

Revised: **June 7, 2011**

Board Approved: **9/7/2010**