

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: PRINCIPAL

- QUALIFICATIONS:**
1. Valid New Jersey Principal Certificate or eligibility
 2. Minimum experience 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, organizational and communication skills
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
 6. Twelve month position

REPORTS TO: Superintendent

POSITION GOAL:

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

ESSENTIAL JOB FUNCTIONS:

School Leadership

1. Assumes 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; assists with the development and implementation of the annual district goals.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
5. Defines the responsibilities and accountability of staff members and develops plans to inform the community about school programs.
6. Assists the Superintendent in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.
7. Assist with the preparation of state and federal monitoring.

Curriculum and Instruction

1. Ensures that unit plans/instructional objectives for a given subject are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
2. Provides activities that facilitate the professional growth of the school staff and enhances the quality of the instructional program.
3. Evaluates student progress in the instructional program by means that includes the maintaining of up-to-date student data.
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Monitors all curricular and extracurricular activities.
7. Insures that the curriculum guide is accurate and posted on the website for students and parents to review.
8. Establishes ongoing collaboration with the Director of Curriculum and Instruction.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts observations of teaching staff members using the board approved evaluation system to appraise job performance; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.
4. Supervises the administration of the implementation of bargaining unit agreements
5. Serves as a role for staff and students in and outside of the regular school day.

Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. 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.

4. Manages, directs, and maintains records on materials, supplies, and equipment which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional purposes.
5. Monitors the reporting of incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
6. Monitors the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
7. Ensures the proper collection, safekeeping, and accounting of school activity funds.

Scheduling

1. Develops and maintains a master schedule for the academic and extracurricular programs.
2. Works cooperatively with the Business Administrator and Athletic/Activities Director to schedule community use of the school building and grounds.
3. Approves the master teaching schedule and classroom assignments.
4. Plans, schedules and supervises fire, security, and other emergency drills as required by law and board policy.

Contact with students

1. Maintains positive relationships with students and serves as a role model for students in and outside of school.
2. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
3. Monitors 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.

Contact with Parents, Guardians, and the local community

1. Effectively communicates with all stakeholders of the school community such as HASA.

2. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
3. Acts as a liaison between the school, home and community; implements policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
4. Encourages the use of community resources, cooperates with the community in the use of school facilities and maintains communication with community members.
5. Principal or designee notifies immediately the parent or guardian and the Superintendent 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.

Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal or designee shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and district sponsored professional development, reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17

2nd Reading: 10/16/17