

PROFESSIONAL STAFF POSITION - JOB DESCRIPTION

- TITLE:** Building Principal
- QUALIFICATIONS:** Holds or is eligible for a New Jersey Administrator's Certificate with a Principal's Endorsement.
- JOB GOAL:** To provide leadership, supervision and coordination of the total educational program within the school in accordance with State and local "Thorough and Efficient" goals and objectives.
- REPORTS TO:** Superintendent
- PERFORMANCE RESPONSIBILITIES:**
1. Serves as educational leader of the school.
 2. Improves instruction and building operation through active involvement in a variety of personnel practices.
 3. Strives to establish good relations with staff, students and parents.
 4. Deals with non-administrative functions in a professional manner.
 5. Performs other administrative duties as assigned.
- TERM OF EMPLOYMENT:** Twelve (12) Months
- SALARY:** Placement on the Principals' Salary Guide in accordance with training and experience.
- EVALUATION:** According to State statute and rule and Board of Education policy and procedure.

Revised:

CRITERIA FOR EVALUATING BUILDING PRINCIPAL

The following evaluative criteria have been developed to provide principal and supervisor with more specific descriptors of performance expectations. The list of duties, while related to the “responsibility” section of the principal’s job description, should not be considered as all-inclusive.

1. Serves as educational leader of the school.
 - a. Organizes the school for effective instruction in terms of both staff and student assignments.
 - b. Assists staff in the continuous development, revision and evaluation of curriculum.
 - c. Reviews lesson plans regularly to insure appropriateness of objectives, techniques, materials and evaluation procedures.
 - d. Helps staff to establish specific objectives for students based on an assessment of pupil needs.
 - e. Maintains good safety and discipline for all students.
 - f. Plans and supervises a sound program of student evaluation and reporting procedures.
 - g. Assists the central office in the preparation of the school budget and allocates funds within district guideline to meet program objectives.
 - h. Supervises the maintenance and cleanliness of the school building and grounds and utilizes facilities to best advantage.
 - i. Maintains a building inventory record of all text books, instructional supplies and equipment.
2. Improves instruction and building operation through involvement in a variety of personnel practices.
 - a. Participates in the selection and supervision of school personnel.
 - b. Evaluates staff as prescribed by Board policy.
 - c. Insures the professional growth of staff through development of appropriate professional improvement plans.
 - d. Conducts periodic staff meetings devoted to program improvement.
 - e. Delegates responsibilities to support staff members.
3. Strives to establish good relations with staff, students and parents.

- a. Maintains good lines of communication and morale among staff members.
 - b. Counsels students on a need basis.
 - c. Conducts parents' nights, open house programs and other appropriate group meetings to involve parents with school programs.
 - d. Handles parent contacts in a manner which fosters positive involvement.
 - e. Is willing to listen and respects the opinions and suggestions of others.
 - f. Exercises tact and courtesy.
4. Deals with non-administrative functions in a professional manner.
- a. Is familiar with and upholds Board of Education policies and procedures.
 - b. Continues professional growth.
 - c. Participates in activities of professional concern.
 - d. Holds active membership in professional organizations.
 - e. Prepares and submits accurate reports and records as requested.
 - f. Maintains punctual and regular attendance.