

JOB DESCRIPTION

**BOARD OF EDUCATION
FAIRFIELD**

**PRINCIPAL
ADMINISTRATION**

PRINCIPAL

QUALIFICATIONS:

1. Valid NJ School Administrator Certificate or eligibility
2. Minimum experience, as determined by the Board
3. Demonstrates 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

SUPERVISES: All certified and noncertified staff assigned

JOB GOAL and BRIEF DESCRIPTION OF POSITION

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. To motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code, and Board policies and regulations.
2. Aligns school goals toward attaining district goals.
3. Exercises leadership in school-level planning for improvement of instruction.
4. Develops and administers the general school routine and coordinates all school activities.
5. Establishes and maintains an effective learning climate in the school.
6. Participates in the selection of new teaching and building personnel.
7. Keeps the superintendent informed of school activities and needs. Works cooperatively with central office staff on matters relating to the school district.
8. Assists with orienting new teachers to the district.

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Curriculum/Instructional Leadership

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation, and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes, and supervises curricular and extracurricular activities.
4. Assists with preparing title grants.

Staff Supervision, Coordination and Evaluation

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 periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

Office Management and Administrative Efficiency

1. Prepares and submits 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. Reports 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.
5. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

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Scheduling

1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school buildings and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules, and supervises fire and other emergency drills, as required by law and board policy.

Contact with Students

1. Greets students in a friendly and dependable manner during their morning arrival, whenever possible.
2. Supervises dismissal.
3. Interacts appropriately with student during the school day.
4. Maintains high standards of student conduct and enforces discipline, as necessary, in accordance with board policy and students' rights to due process.
5. 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.

Contact with Parents, Guardians, and Local Community

1. 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.
2. Acts as a liaison between the school, home, and community; interprets policies, programs, and activities; and encourages broad community participation in the affair of the school. Communicates information to parents and the community that is required by law or administrative code.

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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, intimidation, and bullying (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 the following:
 - 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 shall inform the parents or legal 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, and bullying shall be reported in writing to the school principal within two 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 the responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses, and by reading professional journals and publications.
2. Affirmative Action Officer
3. ESEA Grant Coordinator
4. Title IX Coordinator
5. Performs other related duties, which may be assigned by the Superintendent or required by law, code, regulation and/or Board policy.

Terms of Employment:

Full-time, 12-month position. Terms and conditions as established by the Board of Education.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of State Law, Administrative Code, and the Board’s Policy on evaluation of the Principal.

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Reference:

N.J.S.A.: 13:1F-19 et seq., 18A:6-1, 18A:6-7.1 18A:6 -10, 18A:16-1, -2, 18A:17-46, 18A:25-2, -4, -5, -6, 18A:26-1, -1.1, -2, -10, 18A:27, 18A:28-5, 18A:37, 18A:40, 40A, 41-1 et seq., 46-5.1

N.J.A.C.: 6A-7 (1-6); 6A:8 (3.1); 6A: 9 3,5,8,9, 12.3, 12.5, 14, 15, 16, 17, 23, 24-4.1 et seq., 24-4.4, 5, 6; 6A:26A, 27-11.2, 28-3, 6A: 30, 32 (4.4, 4.5, 5.1, 6, 7, 12.2, 13; 12:100-4. 6A:30, 12:100-4.2

Adopted: 9/21/1983

Revised: 9/21/2004

Re-adopted: 1/10/13

Revised and Approved: 5/21/2019

Revised: 6/13/2024