

Principal - Columbia High School and Montrose Campus

JOBDESCRIPTION

POSITION TITLE	PRINCIPAL – Columbia High School
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">• New Jersey Principal or School Administrator Certificate or eligibility• New Jersey Teaching Certificate, Masters Degree required.• Demonstrated leadership skills in instructional improvement, curriculum development and program evaluation.• Knowledgeable of research and best practices in Secondary Education.• Strong leadership, interpersonal and communication skills.• Criminal history background check.• Proof of US citizenship or legal resident alien status.
REPORTS TO	Superintendent of Schools
JOB GOAL(S)	<ul style="list-style-type: none">• To provide outstanding leadership and management of the Columbia High School• To implement a comprehensive and diversified academic, instructional, security, attendance and extra and co-curricular program; and• To motivate and supervise staff and students to adjust and learn in a safe and secure environment resulting in high school graduation.
JOB RESPONSIBILITY AND AUTHORITY	<ul style="list-style-type: none">• To lead the high school team in implementing an effective, academically and socially appropriate program.• As the leader of the daily operations at Columbia High School, the principal shall dynamically lead the team to prepare each and every student for success in college and career.• To communicate with appropriate district personnel on a regular basis regarding, but not limited to, academic, disciplinary, instructional, health, safety, security and maintenance issues. To communicate with appropriate district personnel on a regular basis regarding issues including, but not limited to, academics, discipline, instruction, health, safety, security and maintenance.• Provide open access and create partnerships with community organizations, institutions and members.

PRIMARY RESPONSIBILITIES

1. Lead the high school program's curricular, attendance, instructional and disciplinary components.
2. Oversee the physical plant to ensure the safe operation of Columbia High School.

3. Manage the operation of the daily schedule, offices, classrooms, teacher assignments, parent outreach and community relations.
4. Provide linkage between the CHS various district staff and outside partner organization to improve co-curricular opportunities, parents and community outreach.
5. Represent the high school in professional and community activities. Coordinate the use of the high school building.
6. Ensure the safe and appropriate environmental maintenance of Columbia High School.
7. Advise appropriate staff regarding budgeting for scholastic, security, athletic, personnel and extra- and co-curricular activities.
8. Be responsible for the student environment, to promote credit attainment leading to graduation, and academic learning that assures that every graduate will qualify to take college level credit-bearing courses without the need for remediation.
9. Observe and evaluate staff assigned to Columbia High School
10. Demonstrate evidence of professional development.
11. Perform all other duties as assigned by the Superintendent.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, students, parents, supervisors, support staff, administrators and community leaders.

TERMS OF EMPLOYMENT 12 Months
Salary as per ASCA Agreement