

# Principal - Elementary School

## JOB DESCRIPTION

### POSITION TITLE MINIMUM

### ELEMENTARY SCHOOL PRINCIPAL

· New Jersey Principal Certification

### QUALIFICATIONS

- Teaching/administrative experience at the elementary school level
- Demonstrates understanding of the learning needs of elementary and educational programs to meet those needs
- Commitment to multicultural education
- Commitment to a collegial leadership style in working with a team of principals and supervisors
- Commitment to parent involvement
- High energy level
- Computer proficiency

### REPORTS TO JOB GOAL(S)

Superintendent of Schools

To lead the school staff in developing and implementing appropriate programs for elementary level students.  
Supervises all building staff

### JOB RESPONSIBILITY AND AUTHORITY

#### PRIMARY RESPONSIBILITIES

#### **1. Program**

- A. Collaborates with district chairs and directors in the development, revision and evaluation of the curriculum.
- B. Assumes responsibility for the implementation of the curriculum.
- C. Develops the master teaching schedule.

#### **2. Staffing**

- A. Projects staffing needs.
- B. Participates in the recruitment process.
- C. Collaborates with district chairs and directors in recommending staff for appointment.
- D. Determines teaching and special assignments.
- E. Collaborates with appropriate supervisors in the evaluation of staff.

#### **3. Staff Development**

- A. Orients newly assigned staff members and assists in their development.
- B. Plans and participates in the formative supervision of staff.
- C. Conducts faculty meetings.
- D. Provides for other building level development opportunities - e.g. team meetings, workshops.
- E. Collaborates with district staff in planning and carrying out in-service programs.

#### **4. Students**

- A. Provides a physically and emotionally safe learning environment for students.
- B. Provides opportunities and guidance for the social and psychological development of students.

- C. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and co-curricular events.
- D. Maintains high standards of student conduct and enforces discipline as necessary.

#### **5. Parents and Community**

- A. Conducts regular meetings of Parent Advisory Committee.
- B. Serves as advisor and liaison to the P.T.A.
- C. Provides opportunities for the active involvement of parents at building and classroom level.
- D. Confers with parents who have concerns.
- E. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and program; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

#### **6. Finance**

- A. Prepares and administers the school budget in collaboration with district supervisors.
- B. Supervises the handling of the school activity account.
- C. Oversees fundraising by students in accordance with Board policy 5830.

#### **7. Facilities**

- A. Provides for a safe and clean learning environment.
- B. Supervises the daily use of the school facilities for both academic and non-academic purposes.
- C. Provides for adequate inventories of property and for the security and accountability for that property.
- D. Identifies areas in need of repair, remodeling or alteration to suit the educational program.

#### **8. Administration**

- A. Ensures that the District Belief Statement is followed at the building level.
- B. Assumes responsibility for all official school correspondence.
- C. In consultation with the Superintendent and the district's Communications Coordinator assumes responsibility for all official news releases to the media.
- D. Interprets and enforces district policies, administrative regulations and contractual requirements.
- E. Supervises the maintenance of accurate records on the attendance of student and staff.
- F. Prepares or supervises the preparation of reports, records, lists, and all other paperwork as required by law or Board policy, or appropriate to the school's administration.
- G. Plans and supervises required fire drills.

**WORKING RELATIONSHIPS** To maintain effective relationships with teachers, parents,

**OF THE POSITION** students, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT** 11 Months

Salary as per ASCA Agreement