

PRINCIPAL

Statement of Job:

The Principal is the administrative head of a building and, as such, is responsible for all activity within that unit.

The Principal shall be responsible to the Superintendent for the administration and supervision of the school to which he is assigned. The Principal shall carry out the provisions of the statutes and shall enforce the rules of the Board of Education and the rules and regulations of the Superintendent of Schools. The principal shall be authorized to formulate rules for his/her school provided such rules do not conflict with the general policy of the Board of Education and provided such rules are approved by the Superintendent.

Supervisory Responsibilities:

The Principal shall have supervisory responsibility for all professional and non-professional staff in his/her building, s well as others involved in Board of Education approved activities.

Duties and Responsibilities:

The School Principal shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Provide general management and discipline.
2. Have knowledge of and implement the policies, program and curriculum of the school system.
3. Bring to the attention of the Superintendent and through his/her office to the Board, his recommendations for changes in policies, personnel regulations and such other matters as he/she sees fit.
4. When appropriate and/or feasible, participate in the selection of all staff members assigned to his/her school. (It is understood that the Board retains the right to determine who will be assigned in all cases.)
5. Conduct general staff and/or grade teacher meetings for the general good of the school or the improvement of instruction.
6. Encourage and arrange or make appointments for conferences between teachers and parents.

PRINCIPAL (Cont'd)

7. Offer assistance and advice for the improvement of instruction.
8. Bring to the attention of the staff, current trends and ideas for the improvement of instruction.
9. Make available to all teachers the rules, regulations and policies of the Board of Education, Superintendent of Schools and Principal.
10. Be responsible for evaluating the efficiency of each member of his/her staff and the reporting of same to the Superintendent as required by Board policies.
11. Confer with Supervisors. He/she shall cooperate with the Supervisors in furthering the teaching and supervisory programs in his/her respective building.
12. Submit the names of persons recommended to be reappointed for the ensuing year and those whose services are recommended to be terminated to the Superintendent.
13. Submit the names of persons recommended to be given an increment and those who are not recommended to receive an increment.
14. Safeguard the health and general well being of his/her staff and children within the school.
15. Conduct at least two fire drills each month within the school hours. He/she shall require all teachers of his/her school to keep all doors and exits of their respective rooms and buildings unlocked during school hours and shall keep fire and smoke doors closed during the time the building is occupied by teachers and pupils.
16. Report immediately in writing to the Board Secretary accidents to pupils, teachers and other personnel.
17. Assign pupils to grades and subject sections. In the case of pupils having mental or emotional handicaps, refer to the Department of Special Services. Exceptions to the assignment of pupils to schools may be made by the Superintendent for special educational reasons.
18. Excuse pupils during school hours on written requests by the parent or guardian. (Pupils shall not be permitted to leave the school except with the parent or his agent exclusive of those 18 years of age or older.)
19. Issue all transfers and provide follow-up in order to be sure the child arrives at the new school.

PRINCIPAL (Cont'd)

20. Supervise maintenance of school registers and other school records.
21. Handle all complaints effecting the school, referring to the Superintendent cases which he cannot adjust satisfactorily.
22. Suspend for a period not to exceed five (5) days, pupils who are guilty of violations of any provisions of the rules and regulations of the Board; which suspension shall be reported immediately in writing to the Superintendent.
23. Be responsible for the effective and efficient use of buildings, grounds, and equipment for school purposes.
24. Provide adequate supervision of the school grounds and lunchroom areas.
25. Report any damage to school property, including thefts to the Board Secretary.
26. Make regular and thorough inspections of school properties.
27. Make requisitions for repair work to the Board Secretary.
28. Requisition of all equipment, supplies and books necessary for pupils and staff.
29. Secure and maintain control of all textbooks, supplies and equipment of any kind.
30. Administer the child nutrition program pursuant to applicable rules and regulations.
31. Administer extra curricular programs and all matters connected with them.
32. Safeguard all funds belonging to the school or to the student body or any subordinate student body groups within the school.
33. Interpret the schools' program to staff, parents and the community.
34. Seek self-improvement as follows:
 - a. By participating in educational meetings, workshops and studies outside the school.
 - b. By reading professional journals and joining professional organizations.
35. Be responsible to promote parental involvement in the educational program.

PRINCIPAL (Cont'd)

- 36. Submit an annual report to the Superintendent.
- 37. Perform such other duties as directed by the Superintendent of Schools.

Qualifications:

Possession of valid New Jersey Administrative Certificate with an endorsement of Principal.

Reference: 18A: 11-1, 25-2, 26-2, 40-7 and 41-2; N.J.A.C. 6:3-1.21, 6:11-6.3, 6.4-10.8

Date Adopted: 6/1/72

Date Revised: 6/28/79; 8/20/81; 11/19/92