

MORRIS SCHOOL DISTRICT
Job Description

TITLE: PRINCIPAL

REPORTS TO: Superintendent

QUALIFICATIONS:

- ☐ Valid New Jersey Principal certificate or eligibility
- ☐ Demonstrated leadership skills in the areas of curriculum, development, program evaluation, staff development and school improvement
- ☐ Strong interpersonal and communication skills

RESPONSIBILITIES:

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the Superintendent informed of school activities and needs; works cooperatively with central office staff on matters relating to the school and the district.
5. Monitors delivery and implementation of the instructional program.
6. Plans, organizes and supervises all curricular and school sponsored extracurricular activities.
7. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
8. Conducts observations and evaluations of teaching staff members and offers constructive suggestions for improvement when appropriate and access to related resources.
9. Conducts staff meetings as required for the proper functioning of the school.
10. Follow all state and district HIB regulations; implement NJ Achieve policies.
11. Prepares and submits the school's budget requests and monitors the expenditure of funds.
12. Establishes and maintains an efficient office system to support the administrative functions of the school.
13. 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.

14. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
15. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
16. Develops and maintains a master schedule for the academic, extracurricular programs.
17. Approves the master teaching schedule and classroom assignments.
18. Develops and maintains a Crisis Management Plan and building security plan.
19. Plans, schedules and supervises fire crisis plan and other emergency drills as required by law and board policy.
20. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
21. 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.
22. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages board community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
23. Assumes 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 other publications.
24. Performs other duties which may be assigned or required by law, code, regulation or board policy.
25. Perform other duties as assigned by the Superintendent or his designee.

Contract Terms of Employment: 12 month position

Approved: April 7, 2014
By: Board of Education
Morris School District