

1360 PRINCIPAL'S DUTIES

Under the direction of the Superintendent, the Principal is responsible for the operation of the total school plant in compliance with State Law and Board of Education policy. She/He shall be responsible for and shall have authority over, the actions of students, professional and non-professional employees, visitors and persons hired to perform special tasks.

The Principal shall keep the Superintendent informed of activities his/her building by routine correspondence and monthly reports.

Duties and Responsibilities

The Principal shall, with respect to the school:

- A. Supervise curriculum and provide leadership for curriculum evaluation and instructional innovation.
- B. Interview, assign, supervise and evaluate personnel.
- C. Provide opportunity and leadership for those working with him; to share techniques understandings and ideas for bettering the school program.
- D. Assist in the preparation of the annual budget, approve all requisitions for his/her school.
- E. Maintain an inventory of instructional materials and equipment.
- F. Be responsible for the conduct of student services and the maintenance of discipline.
- G. Be responsible for all co-curricular activities.
- H. Assist the Superintendent in the development of policy, the administration of employee contracts and the preparation of rules and regulations.
- I. Plan and direct building improvements and supervise plant maintenance, cleanliness and security.



POLICY

BOARD OF EDUCATION ROSELAND

ADMINISTRATION
1360/Page 2 of 4
Principal's Duties

- J. Full responsibility for designing and monitoring all student transportation bus routes and responding to parent inquiries regarding those routes. Arrange transportation for approved field trips and review all aspects of student transportation.
- K. Be responsible for protecting the health and safety of all staff members and students.
- L. Study students and the community to best provide for the needs of each individual child in his/her school.
- M. Develops, implements and administers after school enrichment program and summer programs.
- N. Maintains building use schedule and provides for coverage.
- O. Chairs the School Resource Committee (Interventions).
- P. Assists in the coordination of work teams and special instructional task forces.
- Q. Assists in staff development training activities; conducts workshops when appropriate.
- R. Perform such other duties as may be assigned by the Superintendent.
- S. In the discharge of his/her responsibility as the administrator of the instructional program, the Principal shall:
 - 1. Establish and maintain a written instructional plan for the school of the district consistent with the educational goals adopted by the Board;
 - 2. Coordinate the proper implementation of the instructional plan as it applies to the school in the district.
 - 3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness;



POLICY

BOARD OF EDUCATION ROSELAND

ADMINISTRATION
1360/Page 3 of 4
Principal's Duties

- T. In the discharge of his/her responsibility for the direction and welfare of pupils, the Principal shall:
1. Strive to motivate pupils to achieve their individual best;
 2. Create a climate of respect for authority and discipline in the school of the district;
 3. Report to the Board at its next meeting the suspension of a pupil, N.J.S.A. 18A: 37-4; and
 4. Recommend any changes in the program of pupil management and support as necessary to respond to district needs.
- U. In the discharge of his/her responsibility for the maintenance of the physical plant, the Principal shall:
1. Strive to make efficient use of district resources in the daily operations of the school;
 2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
 3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required.

Qualifications

- A. The Principal of an Elementary School shall have a Master's Degree and an Elementary Principal's Certificate.
- B. The Principal shall have at least three years successful experience as an Elementary School Teacher.



POLICY

BOARD OF EDUCATION ROSELAND

ADMINISTRATION
1360/Page 4 of 4
Principal's Duties

This policy supersedes any previous policies and past practices.

Reference 18A: 25-5, N.J.A.C. 6:11-9.1, 9.2, 9.5, 9.6

Adopted: August 5, 2004


