

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:

PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal certificate.
2. Previous teaching and supervisory and/or administrative experience.
3. Evidence of leadership and accomplishment as a teacher, supervisor, or administrator.
4. Knowledge of state and national content area standards, their impact on curriculum, and their related district and state assessments.
5. Knowledge of best practices and current developments in educational theory and practice.
6. Demonstrated understanding and implementation of various forms of student assessments.
7. Knowledge of student learning and behavioral characteristics and how they impact student learning.
8. Ability to utilize methodologies for integration of technology as instructional tools.
9. Ability to effectively communicate and work well with students, staff, parents, and community members.
10. Ability to evaluate staff on the implementation of pedagogy and curriculum.
11. Ability to multi-task and prioritize responsibilities.
12. Knowledge of and/or experience with designing a master schedule which supports instruction.
13. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO:

Superintendent

JOB GOALS:

Promote the educational success and well-being of every student in the school. Create an environment which supports collaboration, reflection, growth, development and informed decision making for the school and community.

PERFORMANCE RESPONSIBILITIES:

1. Develops, articulates, implements and fosters a vision of learning that is shared and supported by the school community.
2. Advocates, nurtures and assists in sustaining a school culture and instructional program conducive to student learning and professional growth.
3. Manages the organization, operation, and resources for a safe, efficient, and effective learning environment.
4. Responsible for implementation of Code of Conduct and student discipline.
5. Serves as the district liaison to the Home School Association in the scheduling of events and programs.
6. Collaborates with the faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.
7. Understands, responds to, and influences the political, social, economic, legal and cultural context of the school community.
8. Supports staff in the teaching and learning process and effective ways to implement technology tools into lesson planning/curriculum.
9. Collaborates with district administrative staff in the recruitment, orientation, professional growth and assignment of personnel.
10. Collaborates with other administrator's in the supervision and evaluation of teaching staff members.
11. Oversees the development of the school schedule, ensuring maximization of efficiencies.
12. Participates in the preparation of the school budget and monitors the expenditure of school monies.
13. Serves as HIB District Coordinator.

PERFORMANCE RESPONSIBILITIES:

14. Serves as a member of ScIP Committee and additional committees as directed by the Superintendent.
15. Serves as I&RS Coordinator, in charge of scheduling, running, documenting all meetings and maintaining files; monitor student progress based on the recommended strategies from the I&RS committee.
16. Serves as 504 Chairperson, responsible for document collection, development and implementation of accommodations, communicating with parents and teachers, ensuring compliance with state laws, monitoring and re-evaluating plans.
17. Shall perform any other related duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation.

APPROVED: September 27, 2012
REVISED: December 8, 2016
August 24, 2017