



BRICK TOWNSHIP PUBLIC SCHOOLS

Title: Principal

Qualifications:

1. Valid New Jersey Principal and/or School Administrator Certificate
2. Master's Degree in Administration and Supervision
3. Minimum of three years of administrative experience
4. Minimum of five years of teaching experience preferred
5. Strong skills in leadership, problem solving, communication and organization
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

Reports to:

Superintendent of Schools

Supervises:

- All staff assigned to the school

Job Goal:

The principal will provide leadership and work toward establishing and maintaining an educational environment created to meet the social, emotional, and educational needs of all students while adhering to district and community standards.

Performance Responsibilities:

1. Instructional Program Management

- a. Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board and administration.
- b. Develop the teacher's schedule for the school as well as scheduling the students.
- c. Work closely with the district administration in developing an appropriate educational program for students in regular and special education.
- d. Keep abreast of current research, innovations, and trends in education by attending workshops, conventions, and by reading educational journals.

2. Student Welfare

- a. Coordinate new student orientation.
- b. Provide leadership for screening all new students for proper placement and referral for children with disabilities evaluation where appropriate.
- c. Assist with organizing co-curricular activities.
- d. Provide for the health, safety, and welfare of all students.
- e. Supervise the maintenance of all student records kept at the school.
- f. Supervise the student health program including reporting of injuries.



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- g. Communicate with the students, parents or guardians, and community agencies regarding: student discipline, compulsory attendance, special assignments, report cards, failure notices, and staffing.
- h. Maintain an atmosphere conducive to learning by providing concise disciplinary procedures for violation of school rules.
- i. Provide students with a handbook outlining school rules, procedures, etc.
- j. Attend special events held to recognize student achievement, attend school-sponsored activities, functions and athletic events.

3. Personnel Management

- a. Screen all applicant materials and select appropriate candidates for interview.
- b. Interview and recommend for employment prospective candidates for teaching and secretarial.
- c. Participate in the staff orientation program.
- d. Evaluate staff members according to the school district's policy and required by NJ statutes.
- e. Responsible for general administration, which includes the assignment of pupils, assignment of extra-curricular activities, direction and supervision of staff, preservation of discipline and general supervision of classroom procedure.

4. Public Relations

- a. Develop a program of public relations in order to further the community's understanding and support of the educational program.
- b. Utilizes all resources of the schools system and the community in developing the most effective educational program.
- c. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for the overall school objectives and programs.

5. School Budget

- a. Prepares annual budget in accordance with established District procedures.
- b. Follows established purchasing procedures.
- c. Institutes and maintains procedures for equitable distribution, proper control, and adequate accounting of all funds.
- d. Provides for input from staff in preparing the annual school budget.
- e. Identifies priority needs and allocates funds accordingly.

6. All other duties

- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

Terms of Employment:

Twelve-month position; salary as per contract with the BTASA



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Evaluation:

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

Board Approval Date: April 11, 2019