



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Principal

**REPORTS TO:**

Superintendent/Director  
of Secondary and  
Elementary Education

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility.
2. Minimum of 5 years teaching or counseling experience.
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
4. Strong interpersonal and communication skills.

**GENERAL DESCRIPTION:**

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

School Leadership

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. Encourages and supports teachers' professional development as related to rigor, relevance, and relationships.
5. Supports and oversees the facilitation of Professional Learning Communities (PLC's).
6. Reviews and evaluates student assessment data with staff.
7. Leads and facilitates Intervention and Referral Services (IR&S) meetings.
8. Recognizes and celebrates student, staff, and school accomplishments and develop plans for improvement as needed.
9. Keeps the Superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and Evaluation of School Staff

1. Interviews, recommends for appointment, and assigns all school employees and assists them in achievement of their job goals.
2. Supervises and evaluates all certificated staff assigned to the school.

## PRINCIPAL (continued)

3. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement.
4. Conducts staff meetings as necessary for the proper functioning of the school.

### Office Management and Administrative Efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the schools by law and administrative code.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

### Scheduling

1. Develops or participates in the development of a master schedule for students and teachers.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

### Contact with Students

1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
2. Supervises dismissal.
3. Interacts appropriately with students during the school day.
4. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
5. Facilitates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their social, emotional, and/or academic growth.

### Contact with Parents, Guardians, and the Local Community

1. Establishes and nurtures connections between the school and the community.
2. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
3. Plans and supervises regularly scheduled parent/teacher conferences; and make arrangements for special conferences as necessary.
4. Acts as a liaison between the school, home and community; interprets policies, program and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.

PRINCIPAL (continued)

5. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

Implements policies that are adopted by the School Board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the Policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
  - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident.
  - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
  - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student has been subject to harassment, intimidation, or bullying.

Other

1. 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.
2. Performs other duties, which may be assigned or required by law, code, regulation or board policy.
3. Perform such other tasks and assume such other responsibilities as assigned by the Superintendent/Directors of Secondary and Elementary Education.

Work Year: Twelve-month position.

DATE APPROVED:

BY:

Board of Education