

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Instruction/Curriculum

TITLE: PRINCIPAL

QUALIFICATIONS:

1. N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years excellent administrative experience as an Assistant Principal, Supervisor and excellent experience in teaching and working with adolescents.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
14. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Superintendent and/or designee

JOB GOAL:

Serves as the educational leader of a school or designated area of responsibility, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe learning environment that meets and exceeds the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that School Principal or assignment work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

PERFORMANCE 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 and works cooperatively with central office staff on matters relating to the school and the district.
5. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
6. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.

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7. Plans, organizes and supervises all curricular and extracurricular activities.
8. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
9. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
10. Conducts staff meetings as necessary for the proper functioning of the school.
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. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
15. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
16. Ensures the proper collection, safekeeping, and accounting of school activity funds.
17. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
18. Approves the master teaching schedule and classroom assignments.
19. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.
20. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
21. Supervises dismissal.
22. Receives reports of harassment, intimidation and bullying.
23. Interacts appropriately with students during the school day.
24. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
25. 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.
26. 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.
27. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
28. Acts as a liaison between the school, home and community; interprets policies, programs 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.
29. 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.
30. 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.
31. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the 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

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within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

32. 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.
33. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
34. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive:

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the PAA contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: August 11, 2020

Revised:

LEGAL REFERENCES:

N.J.S.A. 13:1F-19 et. seq.

N.J.S.A. 18A:6-1

N.J.S.A. 18A:6-7.1

School integrated pest management

Corporal punishment of pupils

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

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<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers
<u>N.J.S.A.</u> 18A:26-1.1	Residence in requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required
<u>N.J.S.A.</u> 18A:26-10	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
See particularly:	
<u>N.J.S.A.</u> 18A:37-15	Anti-Bullying Bill of Rights
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire drills and fire protection
<u>N.J.S.A.</u> 18A:46-5.1	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
See particularly:	
<u>N.J.A.C.</u> 6A:7-1.6	Professional Development
<u>N.J.A.C.</u> 6A:8	Standards and assessment
See particularly:	
<u>N.J.A.C.</u> 6A:8-3.1	Implementation of the Core Curriculum Standards
<u>N.J.A.C.</u> 6A:9	Professional standards
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly:	
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9B-11.3	Authorization
<u>N.J.A.C.</u> 6A:9B-11.5	Principal
<u>N.J.A.C.</u> 6A:9B-13	Acting administrators
<u>N.J.A.C.</u> 6A:9C	Professional development for teaching staff members and school leaders
See particularly:	
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10-5.1 <u>et seq.</u>	Components of principal evaluation
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23A	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C.</u> 6A:26A	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27-11.2	Evacuation drills and safety education

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<u>N.J.A.C. 6A:28-3</u>	Filing of disclosure statements
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-12</u>	Student behavior
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450