

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility.
2. Has obtained a minimum of a Master's Degree.
3. Minimum experience as determined by the Board.
4. Has previous successful administrative experience, preferably at the building level.
5. Possesses strong interpersonal, problem solving, decision making and communications skills.
6. Demonstrated educational leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
7. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: SUPERINTENDENT

SUPERVISES: All certificated and non-certificated staff as assigned by Chief School Administrator or designee.

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

SCOPE OF RESPONSIBILITIES:

1. School Leadership

- a. Assumes responsibility for the management of the school in accordance with law, administrative code and Board policies and regulations.
- b. Exercises leadership in school-level planning for improvement of instruction.
- c. Establishes and maintains an effective learning climate in school.
- d. Keeps the superintendent informed of school activities, problems and needs, and works cooperatively with central office staff on matters relating to the school and the district.

2. Curriculum and Instruction

- a. Administers, coordinates, supervises, monitors and evaluates the implementation and delivery of the Board-approved instructional program in a manner designed to maximize the cognitive and affective progress of each student within an effective learning climate.
- b. Participates in the development, evaluation and revision of curriculum.
- c. Designs and initiates programs, based on current educational theory and research, in accordance with district goals/Board policy, to meet the specific needs of the students and the school.
- d. Assists in the selection of appropriate instructional materials.
- e. Facilitates the implementation of services for all students in the school including, but not limited to, those with special needs
- f. Administers and monitors the acquisition of instructional supplies, equipment and textbooks to support the school's instructional program.
- g. Plans, organizes and supervises all curricular and extracurricular activities.

3. Personnel Administration

- a. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
- b. Conducts periodic observations of teaching staff member; prepares written comments; and offers constructive suggestions for improvement when appropriate.
- c. Conducts staff meetings as necessary for the proper functioning of the school.
- d. Handles personnel matters in accordance with negotiated agreements and contracted for all staff, Board policy and state law.
- e. Generates and maintains personnel records, reports and documentation as required by state and federal law and regulation, as well as by Board policy and procedures.

4. Staff Development

- a. Participates in the design, implementation and facilitation of districtwide and building –level staff development experiences.
- b. Works with staff to explore, evaluate and, as appropriate, implement educational trends and research which may enhance the delivery of instruction, the achievement of students, and the improvement of school services.
- c. Demonstrates a leadership role in the orientation of new staff in accordance with state law and regulation as well as Board policy and procedures.
- d. Serves as a model of professional growth.

5. Student Management

- a. Supervises daily student arrival, dismissal, transitions between classes, lunchroom, and extracurricular activities, as needed;
- b. Receives/Investigates reports of harassment, intimidation and bullying as needed.

- c. Interacts appropriately with students during the school day.
- d. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board policy and the students' rights to due process.
- e. Supervises the maintenance of records concerning student attendance and implements state law and regulation as well as Board policy in the area of attendance.
- f. 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.

6. Educational Planning and Evaluation

- a. Participates in districtwide, as well as building-level activities to design educational philosophy and goals which maximize student growth.
- b. Participates as a member of the district's Administrative Team in systematic identification of educational needs, program development and assessment systems.
- c. Makes recommendations about short-range and long-range needs of the facility and grounds as they relate to the educational program and the school environment.
- d. Conducts an on-going assessment of the educational program in the assigned school, including the strengths and areas in need of improvement; the analysis of test results, attendance records, discipline reports; feedback from students, staff, administrators and parents; and other formal and informal data.
- e. Oversees the development, implementation and evaluation of the master teaching schedule which may entail the coordination of efforts with other administrators in the district.
- f. Approves teaching and classroom assignments.

7. Office Management and Administrative Efficiency

- a. Prepares and administers the school's annual budget in keeping with state law and regulation, Board policy and procedures established by the Superintendent and School Business Administrator.
- b. Established and maintains an efficient office system to support the administrative functions of the school.
- c. Supervises the preparation and processing of all purchase orders and requisitions which originate in the school.
- d. Ensures the proper collection, safekeeping, and accounting of school activity funds.
- e. Monitors the work of the building services personnel designated to the building.
- f. Maintains a calendar for the use of the school building and grounds by school and community organizations in keeping with the Board policy and the procedures established by the School Business Administrator. Works cooperatively with the School Business Administrator to schedule community use of the school building and grounds.
- g. Monitors the maintenance and security of instructional supplies, equipment and textbooks, as well as the school building and grounds.
- h. 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.
- i. Reports incidents of violence, vandalism, substance abuse, and harassment, intimidation and bullying. 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.
- j. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
- k.

8. Auxiliary Services

- a. Contributes to the development of transportation rules and procedures and supervises their implementation as related to the assigned school.
- b. Plans, schedules and supervises fire and other emergency drills and an emergency preparedness program in keeping with state law and regulation, Board policy and school needs.
- c. Supervises the program for school health services and records including the reporting of injuries.
- d. Oversees and evaluates the school's extracurricular program as appropriate.

9. Contact with Parents, Guardians, and the Local Community

- a. Maintains regular weekly with the RFH School Community via email blast, social media posts and via other appropriate sources of communication.
- b. 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.
- c. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
- d. Acts a liaison between the school, home and community. Communicates information to parents and community that is required by law or administrative code.
- e. Utilizes the resources of the school and community to enhance the educational program and promotes on-going two-way communications with relevant audiences (i.e., students, staff, parents, community residents).
- f. Attends executive and regular meetings of the parent support group(s) associated with the assigned school when appropriate.
- g. Serves as a member of committees and attends meetings as appropriate.

10. Implements Policies and Strategic Plan Adopted by the Board

- a. Is knowledgeable about Board policies and implements Board policies and reports to the Board via the superintendent on policies that may need to be modified in order to improve student achievement.
- b. Interprets for school staff, students and community residents Board policy and school procedures related to the policies.
- c. Understands and implements school law and regulation including, but not limited to, the Anti-Bullying Law and the Board's policy on harassment, bullying and intimidation.
- d. Exercises decisive leadership in crisis situations.
- e. Is knowledgeable about and implements the Board approved strategic plan via the superintendent and in conjunction with Administrative and Teaching Staff.

11. Other

- a. 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.
- b. Performs such other duties and assumes such other responsibilities as may be assigned or required by law, code, regulation, Board policy or the Superintendent.

TERMS OF EMPLOYMENT: 12-MONTHS Salary to be established by the Rumson-Fair Haven Board of Education.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of certificated staff.

APPROVED BY RFH BOARD OF EDUCATION: March 8, 2022