

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## ELEMENTARY SCHOOL PRINCIPAL

### QUALIFICATIONS:

- A Master's Degree from an accredited institution
- A valid New Jersey Principal's Certificate
- At least five years of successful teaching experience, two years of which shall have been at the elementary grade level
- Strong leadership skills in the areas of curriculum/program development, student achievement, staff development, staff evaluation and school improvement
- Proficient in utilizing technology
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

JOB GOAL: To make the school facility an attractive, pleasant, and productive place in which to work and learn.

SUPERVISES: All certified and non-certified staff assigned to the school.

### PERFORMANCE RESPONSIBILITIES:

1. Provides instructional leadership that creates, implements, maintains, and enhances excellence, scholarship and achievement for all students.
2. Serves as the instructional leader of the school, the primary evaluator of school's staff and administrator of the operations of the building.
3. Develops and maintains liaison with parents and social services.
4. Attempts to provide school environment (psychological and physical) that is conducive to the learning process.
5. Communicates requirements with students, staff, parents, and central administration.
6. Establishes efficient procedures and processes for maximum administrative effectiveness.
7. Develops viable student scheduling procedures and school related activities and programs.
8. Reviews responsibilities and cooperatively determines school objectives with the superintendent in accordance with district goals.
9. Implements administrative and Board of Education policies.
10. Monitors staff attendance records according to policy and insures suitable substitute teacher placement.
11. Maintains appropriate correspondence relative to staff in accordance with established Board of Education policy, contract items(s), and state and federal law.
12. Makes periodic needs assessment and makes appropriate recommendations to the Central Office for programs and personnel.
13. Seeks input from staff and other appropriate personnel to assess the curriculum in terms of the educational needs of all students and is responsible for providing the time, materials, and facilities for innovative approaches to the curriculum, and modifying teaching strategies.
14. Takes advantage of appropriate courses, in-services training, conferences, and professional literature to enhance competencies.
15. Provides assistance, advice, and guidance as necessary for colleagues.
16. Attempts to establish the confidence and respect of students and sets realistic expectations for staff.
17. Develops and implements a discipline policy in cooperation with appropriate personnel that is fair and consistent, and well understood by students.

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18. Disseminates information about school activities and programs to community.
19. Reviews the results of program evaluation and student achievement with staff and other appropriate personnel, and makes recommendations to the Central Office for curriculum modification.
20. Supervises and evaluates teachers on a continuous basis as established by the school district and establishes with the teacher a constructive instructional relationship based upon the observation and analysis of classroom teaching.
21. Exhibits professional and ethical behavior toward staff and co-workers.
22. Performs other related duties assigned by the Superintendent or designee.

### **General Responsibilities:**

1. Establishes procedures for safe storing and integrity of all records and insures the record keeping procedures comply with state, federal and district laws and/or policies.
2. Prepares overall school budget and operates school program within budget.
3. Interviews and recommends prospective staff members.
4. Confers with teachers as a group concerning new and existing school policies as contained in teacher's handbook.
5. Maintains appropriate staff evaluation records.
6. Maintains student attendance records.
7. Maintains student records in accordance with established Board of Education policy and state and federal law.
8. Plans with staff procedures for evaluation of school programs and student achievement.
9. Is responsible for providing opportunities to make the staff knowledgeable of the curriculum.
10. Inform teachers of educational resources and pupil services available to them.
11. Confers with new teachers individually concerning school policies and available resources.
12. Reviews laws, procedures and responsibilities with teachers.
13. Monitors biographical data and general information on file.

### **TERMS OF EMPLOYMENT:**

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

### **EVALUATION:**

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support/certificated staff.

### **STATEMENTS OF AGREEMENT:**

#### **Americans with Disabilities Act Statement**

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 3/26/2007

Revised: 2/25/2008

9/23/2020