

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## MIDDLE SCHOOL/HIGH 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 secondary 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 background check and proof of U.S. 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

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

JOB GOAL: 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.

### PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Establishes and maintains an effective learning climate in the school.
3. Assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program.
4. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
5. Plans, organizes and supervises all curricular and extracurricular activities.
6. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
7. Conduct periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
8. Prepares and submits the school's budget requests and monitors the expenditure of funds.
9. Establishes and maintains an efficient office system to support the administrative functions of the school.
10. 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.
11. Approves the master teaching schedule and classroom assignments.
12. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the student's rights to due process.
13. 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.
14. 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.
15. Plans and supervises fire and other emergency drills as required by law and board policy.
16. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.

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17. Conducts staff meetings as necessary for the proper functioning of the school.
18. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
19. Acts as a liaison between the school, the home and the community; interprets policies, programs and activities; and encourages board community participation in the affairs of the school.
20. 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.
21. 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.
22. 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.
23. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
24. Ensures the proper collection, safekeeping, and accounting of school activity funds.
25. Develops and demonstrates a strong knowledge of the New Jersey Student Learning Standards
26. Keeps abreast of current and relevant educational trends.
27. Seeks professional development opportunities relevant to the position assigned.
28. Serves as a professional development trainer for staff as need and assigned.
29. Demonstrates a strong working knowledge of technology proficiency.
30. Performs other duties which may be assigned or required by law, code, and regulation/board policy.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated annually with the Board of Education 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.

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

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Approved: 10/16/2007  
Revised: 9/23/2020