

DELRAN TOWNSHIP SCHOOL DISTRICT

Principal

Reports to: Superintendent of Schools

Goal: Provide instructional leadership to staff including curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

Performance Responsibilities: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes.
- Completes performance appraisal on staff
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students. Provides supervision for extra curricular activities.
- Evaluates performance of teachers, program and staff. Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community on Public Act 25.

Supervisory Responsibilities:

- Manages two subordinate supervisors and supervises a total of over 100 employees in the High School.
- Is responsible for the overall direction, coordination, and evaluation of this unit.
- Directly supervises non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- All other duties as assigned by the Superintendent.

Education and/or Experience:

Master's Degree and five years experience in teaching and administration.

Certificates, Licenses, Registrations:

Valid N. J. Teaching Certificate and valid N. J. Administrative Certificate.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions, Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012