

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Principal**

### **QUALIFICATIONS:**

1. NJ Certification as Principal
2. Such other qualifications as may be specified

**REPORTS TO:** Superintendent

### **RESPONSIBILITIES:**

1. Direct, counsel, aid, and supervise the work of the teachers, and see that the work in all rooms and departments of the school is conducted in accordance with the laws of the state, the philosophy of the school district, and the policies of the Board of Education
2. Act as the chief administrative and supervisory officer of the school, within the limits set by state law, Board of Education regulations, and instructions from the Superintendent
3. Recommend employment of professional personnel, as well as recommend disciplinary measures and discharge of such personnel under his/her supervision
4. Supervise all personnel assigned to that building (teachers, secretaries, custodians, nurses, aides, cafeteria help); Supervise all supplementary personnel (supervisors, specialists, and psychologists) when they are working within that school
5. Subject to the direction and supervision of the Superintendent, but with broad latitude for exercise of judgment, the principal shall:
  - a. Devote the maximum amount of time possible to the continuous improvement of instruction;
  - b. Lead the faculty, students, and citizens in a cooperative and continuous effort to adapt the school program to the needs of the students and community;
  - c. Implement such program by effectively assigning personnel and by effectively utilizing school and community resources.

6. Know and administer the general programs and policies of the school district as they apply to the school, and make available to the staff all general school regulations as they are enacted by the Board of Education or Superintendent of Schools
7. Take steps, through a continuous self-improvement program, to keep abreast of modern trends and practices on educational leadership and education in general
8. Recommend to the Superintendent the person to be temporarily in charge of the building when he/she is absent from the building
9. Keep the Superintendent and the Board of Education fully advised as to the activities, conditions, and needs in the school
10. Supervise instruction in the school and plan such activities for the school staff as will improve the instruction within the school
11. Assign, before the beginning of each school year, teachers to classrooms, and make notification of such assignments to the Superintendent
12. Assign such other duties to the teachers as may be necessary for the efficient conduct of the school
13. Require any or all teachers to be present in the school building before or after the regular session for such time as the principal may consider necessary for the purpose of assisting students, for parent conferences, for faculty discussions, for HSA meetings, or for such other meetings as the Superintendent or Board may deem necessary
14. Report to the Superintendent any case of insubordination, neglect of duty, or incompetence
15. Make written evaluations of each member of the staff of the school each year, and make the same available to the Superintendent
16. Suspend students for cause and report said suspensions to the Superintendent
17. Organize and implement fire and other school safety drills, keeping a record of such drills
18. Maintain confidentiality of all student records
19. Keep or cause to be kept on file a complete and continuous inventory of school equipment
20. Make recommendations as to maintenance, repair, and improvement of the building, equipment, and grounds
21. Select or cause to be selected, with the Superintendent's knowledge, approval, and advice, all supplies, equipment, textbooks, and other instructional materials
22. Insure the obligations incurred on behalf of the school or school district are made in accordance with business procedures as established by the Board
23. Adequately handle and account for all monies collected for any purpose within the school
24. Perform such other duties as may be assigned by the Superintendent or designee