

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

**TITLE:** Principal

**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:** New Jersey Principal Certificate or eligibility  
Successful teaching experience at the elementary and/or high school levels  
Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement  
Strong interpersonal and communication skills  
Required criminal background check and proof of US citizenship or legal resident alien status

**SUPERVISES:** All professional and non-professional staff in the school

**JOB GOAL:** To provide administrative leadership to the school unit to which assigned.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Interprets and enforces district policy and administrative regulations as directed by the Superintendent.
2. Establishes and enforces school policy and regulations consistent with those established by the district.
3. Develops, interprets and enforces regulations that are in accordance with Board policies and administrative procedure (as interpreted by the Central administration) and which improve school effectiveness and efficiency, and support educational efforts.
4. Maintains a program for personal and staff professional growth, cooperation and self-renewal which stimulates creativity and innovation.
5. Evaluates and counsels all staff members regarding their performance.
6. Assigns and directs the activities of school professional and non-professional staff members in the performance of their duties.
7. Develops, maintains, systematically evaluates and improves programs to enhance learnings that respond to student and community needs and that reflect the involvement of those affected in the development.
8. Utilizes and maintains plant facilities efficiently to provide appropriate environment and reasonable health and safety standards.

Principal (continued)

9. Assists in the development and execution of the district's system of personnel selection, assignment and supervision; supports evaluation which encourages growth of staff performance.
10. Institutes and maintains a program of community/staff/student relations that promotes effective communication and participation and that fosters positive human relations and good morale.
11. Implements and executes systems of budget planning, record keeping and reporting to serve the needs of the school, the community and the district.
12. Initiates, designs and implements instructional programs which meet the specific needs of the school.
13. Organizes and administers the school's public relations program.
14. Supervises the daily use of school facilities for both academic and non-academic purposes.
15. Provides for adequate inventories of property under the jurisdiction of the school unit and for the security and accountability of that property.
16. Approves master teaching schedules and special assignments.
17. Prepares the school budget and supervises school finances.
18. Supervises the maintenance of all required records and reports.
19. Maintains active relationships with the students, parents, and community.
20. Supervises all activities and programs that are outgrowths of the school curriculum.
21. Is responsible for all official school correspondence and news releases.
22. Attends meetings as required or approved by the Superintendent.
23. Provides personal and professional self-renewal through in-service work and involvement in professional organizations, and encourages growth and development of staff through similar activities.
24. Solicits assistance of district supervisors and other resources as required to improve the instructional program.
25. Keeps the Superintendent informed of school activities and problems.
26. Makes recommendations regarding programs and services for the school unit.

Principal (continued)

27. Serves as the Chairperson of the CST or assigns such responsibility to an assistant principal.
28. Oversees the I&RS Committee.
29. Develops and maintains a Crisis Management plan under the direction of the Superintendent.
30. Develops and maintains a building security plan under the direction of the Superintendent.
31. Performs other duties as may be deemed necessary by the Superintendent in fulfilling district-wide responsibilities.

7/85

Approved: 5/12/09

Revised: 9/24/09