

**GREEN TOWNSHIP BOARD OF EDUCATION  
JOB DESCRIPTION**

---

**REVISED:** September 2020

**TITLE:** **PRINCIPAL / COORDINATOR OF INSTRUCTION**

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate of Eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** All certified and noncertified staff assigned to the school

**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 PRINCIPAL:**

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Plans, organizes and supervises all curricular and extracurricular activities.
7. In collaboration with other administrative staff, interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
8. Conducts periodic observations and annual evaluation of teaching staff members in accordance with state statute, code and laws of the State of NJ, comments; and

offers constructive suggestions for improvement when appropriate.

9. Coordinates professional development in conjunction with the Superintendent.
10. Prepares and submits the school's budget requests and monitors the expenditure of funds.
11. Establishes and maintains an efficient office system to support the administrative functions of the school.
12. 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.
13. Develops the master teaching schedule and classroom assignments.
14. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
15. Notifies immediately the parent or guardian and the Superintendent, 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.
16. Reports incidents of violence, vandalism and substance abuse in accordance with the Memorandum of Agreement or other approved agreement with law enforcement. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
17. 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; coordinates the activities of the I&RS Committee (SAT).
18. Plans and supervises fire and other emergency drills as required by law and board policy.
19. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
20. Conducts staff meetings as necessary for the proper functioning of the school.

21. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
22. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
23. 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.
24. 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.
25. 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.
26. Attends special events held to recognize student achievement and other school sponsored activities and functions.
27. Ensures the proper collection, safekeeping, and accounting of school activity funds.
28. Serves as the School Safety Specialist, HIB Coordinator, District Affirmative Action Officer and performs other duties which may be assigned by the Superintendent or required by law, code, regulation and board policy.

**PERFORMANCE RESPONSIBILITIES COORDINATOR OF INSTRUCTION:**

1. Oversees the organization and scheduling of students and staff members for statewide assessments including ordering proper materials.
2. Works with the superintendent, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
3. Studies, evaluates, and as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.
4. Provides leadership in the development of the instructional program and achievement of state student learning standards and district goals and objectives.
5. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.

6. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.
7. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of instructional program of the school.
8. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
9. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
10. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and other evaluative measures used by the school.
11. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the school.
12. Maintains a curriculum reference library for the use of the staff and collaborates with the superintendent and teachers to develop a common file of community resources to enhance the instructional program.

**TERMS OF**

**EMPLOYMENT:** 12-month position. Salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**BOARD**

**APPROVED:** September 2020