

Great Meadows Regional School District

Job Description

TITLE: MIDDLE SCHOOL PRINCIPAL

QUALIFICATIONS: - Teaching experience in a public elementary or middle school for a minimum of 5 years experience.

Leadership activities/responsibilities in curriculum development, school-wide assessment, staff supervision/training, technology, and pupil personnel services.

Valid NJ Principal's Certificate

Required criminal history background check

New Jersey residency required

REPORTS TO: Superintendent of Schools

SUPERVISES: All building staff

PERFORMANCE RESPONSIBILITIES:

1. In charge of all improvement of instruction activities within his/her school.
2. Establishes and maintains an effective, safe, and challenging elementary school environment.
3. Observes, confers with and supervises all certified and non-certified staff within his/her building and assists the Superintendent, Business Administrator, Supervisor of Plants/Facilities, Director of Special Services, and Curriculum Coordinator and other district administrators with shared-staff within the district. Applicable State Law in Title 18A and Administrative Code Regulations in Title 6A.
4. Acts as the responsible administrator for all school building task forces or committees to include, but not limited to, Pupil Assistance Councils, Site-Based Management Teams, Crisis Management Teams, Curriculum Steering Committees, Staff Development Team, Textbook Selection Committees, Resolution of Conflict Hearings, Grievance Hearings, Affirmative Action hearings, Discipline Codes, Faculty Conferences, etc.
5. Develops, justifies, and recommends a yearly school budget to the Superintendent of Schools and School Business Administrator.

6. Administrates all placements, acceleration of students, retention of students, homebound and home instruction, attendance regulations, safety programs, bus and fire drills, discipline measures, within his/her school.
7. Assumes building responsibility for all long-range planning models to include facility plans, maintenance plans, curriculum plans, and all school strategic plans for his/her school.
8. Enforces all Individualized Education Plans, Pupil Assistance Plans, Attendance Improvement Plans, Professional Improvement Plans and all others as outlined in applicable State Law in Title 18A and Administrative Code Regulations in Title 6A.
9. Assumes the final responsibility for all staff recruitment, recommendations for hiring to the Superintendent, orientation development of staff members and all supervisor methods and techniques to assimilate the staff into the district.
10. Establishes procedures and inventories for all building equipment, materials, properties, records and charts.
11. Acts as the building custodian for all. P.E.O.S.H.A., Right to Know, Affirmative Action, Thorough and Efficient Objectives, Curriculum Materials, Student Records, classified Student Records, sub-standard facilities and all state and federal education compliance activities.
12. Established and maintains favorable relationships between parents, township committees, community support groups and the school personnel.
13. Reviews and maintains favorable relationships between parents, township committees, community support groups and the school personnel.
14. Prepares and distributes all research, procedures, codes, and materials as directed by the state and federal government or the Superintendent of Schools.
15. Cooperates with other school district administrative personnel in the district-wide pursuit of improvement of instruction, educational programming for students, scheduling evaluations, school discipline, and ancillary services to students.
16. Establishes and manages an efficient school office system and services to support the role and function of the school.
17. Facilitates parents as well as teachers to ensure appropriate conferences and reporting measures in the best interest of students.
18. Informs the Superintendent of any critical instructional, staff, budgetary or safety concerns within the school.

19. Responsible for administrative representation at assigned initiatives, meetings, and activities for Strategic Planning and other ad hoc committees as identified by the Superintendent or Board of Education.
20. Designs and implements yearly Teacher, Student, and Volunteer Recognition programs and recognizes achievements and acknowledgements of their successes and good deeds.
21. Acts as standardized testing coordinator for all state mandated and district initiated standardized testing programs.
22. Evaluates both state and local testing results and coordinates with Principals and reports results in public forums including but not limited to Board meetings.
23. Expands the administrative utilization of the state's data collection system (NJ Smart) and local AIMS web information to monitor individual student progress through staff development and annual reporting of progress publically.
24. Assumes responsibility for reviewing and evaluating results of district-wide programs, and school initiatives including but not limited to the GATE, reading, writing and Kindergarten program revisions.
25. Responsible for the piloting and implementation of the revised teacher evaluation system including hardware/software purchases and staff development.
26. Acts as the District HIB Coordinator, unless designated to another administrator by the Superintendent.
27. Works with teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
28. Performs all other duties, tasks, functions and responsibilities as directed by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve month continued employment

EVALUATION: Performance of this job will be evaluated semi-annually in accordance with provisions of the board's policy on evaluation of staff and completed by the Superintendent.

Revised: Dec. 17, 2019

Employee Signature