



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: PRINCIPALS

- QUALIFICATIONS:**
- A. Master's Degree or higher from any accredited college or university.
 - B. Holds or is eligible for a New Jersey Teacher Certification.
 - C. Holds New Jersey Principal Certification. N.J.S.A. 26—2; N.J.A.C. 6:11—10.4
 - D. A minimum of five years teaching experience and two years administrative, experience.
 - E. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PRIMARY FUNCTION: To provide leadership, supervision and coordination of the total educational program within the school.

REPORTS TO: Chief School Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Establishes and maintains an effective learning climate in the school.
- B. Supervises the planning, development, implementation and evaluation of all school programs and activities.
- C. Participates in the selection and supervision of all school personnel, Supervises the orientation of newly assigned staff. Assists staff in their personal and professional development.
- D. Supervises all administrative, professional, paraprofessional and non-professional personnel attached to the school.
- E. Assumes responsibility for the implementation and observance of all Board policies and regulations by the schools staff and students.



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- F. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- G. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall school objectives and programs; interprets Board policies and administrative directions; and discusses and resolves school related problems.
- H. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration and keeps the district administrators apprised of school events and activities.
- I. Submits to the CSA, at the end of the school year, the Annual School Report — N. J. S. A. 18A: 25—5.
- J. Supervises the exclusion from school of any pupil who shows departure from the normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assures that excluded pupil's parents or guardian is apprised of reason for exclusion — N.J.S.A. 18A:4—7 & 8.
- K. Assumes responsibility for health, safety, and welfare of students and staff, including the planning for such emergencies as fire or storms and the training of the students in the procedures to be followed during such events — N.J.S.A. 18A:41—1.&2.
- L. Conducts meetings of the staff as necessary for the proper functioning of the school.
- M. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
- N. Prepares and administers the school budget, supervises school finances and maintenance of school funds.
- O. Serves as a member of such task forces and committees and attends such meetings as the CSA shall direct.
- P. Attends school sponsored activities, functions, athletic events and special events held to recognize student achievement.



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- Q. Insures that student record keeping procedures comply with state and federal law and district policy. Establishes procedures for safe storing and integrity of all school records
- R. Establishes procedures for the security and accountability of all school facilities, property and equipment.
- S. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- T. Any other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: Twelve month position. Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: