

MONMOUTH REGIONAL HIGH SCHOOL

TITLE PRINCIPAL

Reports to: Superintendent, his/her designee

Nature and Scope of the Job:

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.

The Principal is responsible for the day-to-day operations of the building and for organizing, directing, guiding, and coordinating all personnel and material resources of the school, to enhance the teaching-learning process to the extent that the needs and purposes of the students, faculty and communities are met.

Qualifications:

1. Holds a valid NJ Principal's Certificate
2. Minimum of five (5) years classroom experience
3. Prior Administrative experience
4. Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement
5. Strong interpersonal and communication skills with the students, staff and community
6. Demonstrates sensitivity for cultural diversity
7. Required criminal history background check and proof of US citizenship or legal resident alien status
8. Conversant with educational technology
9. Maintains the physical and mental capacity to perform the functions of Principal

Employment Terms:

Twelve (12) months with vacations as determined by the Monmouth Regional High School Board of Education.

Job Functions and Responsibilities:

1. Assumes responsibility for the management of the school in accordance with the law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction. Involves teachers and parents in the development and implementation of state-required two-year school plans to achieve principal performance objectives, curriculum content standards and core course proficiencies. Reviews the plan with teaching staff at least once per semester and submits an annual statement of assurance on the prescribed form.
3. Establishes and maintains an effective learning climate in the school.

MONMOUTH REGIONAL HIGH SCHOOL

TITLE PRINCIPAL

- organizations, enrollment in advanced courses as well as by reading professional journals and other publications.
23. Develops and maintains a master calendar for the academic, extracurricular and school sponsored programs. Works cooperatively with the Business Administrator to schedule community use of the school building and grounds.
 24. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
 25. Ensures the proper collection, safekeeping and accounting of school activity funds. Approves fund raising programs and school publications.
 26. Recommends to the Superintendent new policy or modification of present policy when it is judged desirable to do so.
 27. Fosters sound interpersonal relationships among the teachers, students, parents, community and administration.
 28. Makes administrative decisions and to extend leadership for group decisions that will assist in reaching common goals.
 29. Provides the structure and the environment for effective communications between students, staff and parents, including but not limited to Faculty cabinet meetings, student leader meetings and general faculty meetings.
 30. Provides the leadership and implements cooperatively structured plans for meaningful articulation with the sending districts.
 31. Works cooperatively with the Administrative Assistant for Staff Development and Supervisors on matters relating to staff development.
 32. Is responsible for the Middle States evaluation and self-study.
 33. Acts as the Chairperson of the Faculty Cabinet (and Administrative Council in the Superintendent's absence).
 34. Supervises and direct Supervisors.
 35. Orients new teachers to the school and its procedures, at the direction of the Superintendent.
 36. Receives, screens and makes a log for Request For Field Trips and presents the request to the Superintendent for approval. The Principal will coordinate transportation arrangements with the Transportation Coordinator, notify teaching personnel, arrange with teachers concerned for Parental Permission Slips, and make other necessary administrative arrangements.
 37. Prepares the Faculty Handbook.
 38. Develops and implements plans for opening of school in September and closing of school in June, including the Freshman Orientation Program and staff in-service on opening day for staff. Performs any other duties which may be necessary to the thorough and efficient operation of the school.
 39. Assist in the supervision of the opening and closing of school each day.
 40. Evaluates, directs and supervises the Assistant Principal, Supervisors, Directors, Principal's Secretary, General Office Secretary and Audio Visual Aids Technician.
 41. Ensures the timely submission of monthly reports from the Supervisors and Directors to the Principal's Office and in turn to the Office of the Superintendent.
 42. Implements and supports Board of Education policies.

MONMOUTH REGIONAL HIGH SCHOOL

TITLE PRINCIPAL

- 43. Demonstrates a sense of creativity in problem solving.
- 44. Performs other duties which may be assigned or required by law, code, regulation/Board Policy or the Superintendent.

Evaluation:

Performance on this job will be evaluated by the Superintendent not less than three (3) times per year in accordance with State law and the provisions of the Board Policy on evaluation of certified staff. Upon attaining tenure, evaluations will be two (2) times per year but in no case less than one (1) annually.

Approved

Date

First Reading Board of Education: November 17, 2015
Second Reading and Adoption: December 1, 2015