



West Windsor-Plainsboro Regional School District Job Description

Job Title: Principal
Department: Administration
Reports To: Superintendent of Schools
Salary Guide: WWPAA; 12 month contract
Prepared Date: 24 May 2022

Position Summary: The Principal, either directly or through the proper delegation of authority, provides leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

Qualifications: Valid New Jersey Principal endorsement or eligibility. Demonstrated leadership skills in the areas of curriculum development and program evaluation, staff development and school improvement. Strong interpersonal and communication skills. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

Administration

- Implement Board policies and administrative rules and regulations relating to the school.
- Direct all aspects of planning for instruction including all types of scheduling, registration of students, and approval of master schedule.
- Promote positive action toward the realization of school objectives through efficient procedures, extracurricular programs, and the establishment of staff, student, and community committees.
- Exercise decisive leadership in crisis situations.
- Coordinate and supervise the school's pupil personnel services.
- Supervise the attendance, discipline, and health of students.
- Supervise all instructional personnel, aides, administrative, and non-instructional personnel assigned to the school.
- Maintain high standards of student conduct and enforce discipline as necessary in accordance with board policy and the students' rights to due process.
- Supervise all instructional personnel, aides, administrative, and non-instructional personnel assigned to the school.
- Plan and supervise fire drills and an emergency preparedness program in relation to our crisis management plan.
- Develop, supervise, and evaluate the curriculum and extra-curricular program.
- Report to the appropriate central office administrator regarding the needs of the school with respect to personnel, equipment, supplies, curriculum, and activities.
- Prepare and submit budgetary requests, and monitor expenditures of funds.
- Maintain and control student activities and petty cash accounts.

Personnel Supervision

- Interview, recommend for appointment, assign, supervise and evaluate the performance of all school

employees and assist them in achievement of their job goals.

- Conduct periodic observations of teaching staff members; prepare written comments; and offer constructive suggestions for improvement when appropriate.
- Encourage professional growth of teachers through in-service training, experimentation, evaluation, and advanced training.

Curriculum

- Keep abreast of trends, developments, and research as they pertain to education and school operation.
- Provide leadership in the development, revision, and evaluation of the curriculum for improvement of instruction.
- Assist in the selection of appropriate instructional materials and monitor delivery of the instructional program.

Human Relations

- Develop a program of public relations in order to further the community's understanding and support of the educational program.
- Attend special events held to recognize student achievement, and school-sponsored activities, functions, and athletic events.
- Provide for liaison and communication between school and community, staff and students.
- Create a positive image of the school and promote the best learning and teaching climate possible.

Other

- Perform other duties, which may be assigned or required by law, code, and regulation/board policy.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Superintendent of Schools in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 5/24/2022

CERTIFIED BY: C. J. Cornella
Director for Human Resources

