

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

PRINCIPAL

QUALIFICATIONS

1. Five years teaching/administrative experience.
2. New Jersey Principals Certificate.
3. Understanding of the processes of fiscal management, organization, evaluation, and supervision.
4. Firm grasp of the instructional process.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Superintendent.

JOB GOAL

To provide the leadership, supervisory, organizational, fiscal, and administrative skills so as to best promote a sound learning climate resulting in the educational, social, and psychological development of each student.

PERFORMANCE RESPONSIBILITIES

1. Participate in the selection, supervision, evaluation, and in-service of all certificated personnel and secretaries.
2. Provides leadership in the development, determination of appropriateness, and monitoring of all instructional, curricular, guidance, athletic and co-curricular programs.
3. Interprets and enforces all district policies and administrative directives.
4. Organizes and executes a public relations program.
5. Assumes responsibilities for all school correspondence and newsletters.
6. Maintains active relationships with students and parents while encouraging parent/teacher interaction.
7. Supervises the safe daily use of school facilities for both academic and non-academic purposes.
8. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability of that property.
9. Develops and approves the master teaching schedule and any special assignments.
10. Organizes and attends special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
11. Prepares the school budget request and supervises the control of the Board of Education approved budgetary program.
12. Supervises the maintenance of all required records and reports.
13. Supervises all activities and programs that are outgrowths of the school's curriculum.

14. Keeps the Superintendent informed of all school activities and needs.
15. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced course work, and the like.
16. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.
17. Serves as an ex officio member of all committees and councils within his/her school. Responds to written and oral requests for information.
18. Performs other duties as may be assigned by the Superintendent and all other duties required by state law and regulation.

TERMS OF EMPLOYMENT

Twelve-month year with 4 weeks vacation. Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Superintendent in accordance with the provisions of Board of Education policy.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: