

Glassboro School District
Job Description

- TITLE:** Principal – **Rodgers**
- QUALIFICATIONS:** Holds or is eligible for a New Jersey Principal Certificate
- REPORTS TO:** Superintendent
- SUPERVISES:** Teachers, building staff members, all members of the coaching staffs, all advisors of student activities, supportive personnel and students needed for crowd control, ticket sales, light and sound systems, facilities and grounds
- SCOPE:** The authority and responsibility of the Principal extends to all Personnel and activities of the school, and to such other activities and personnel as may be assigned by the Superintendent. , the Principal recommends and administers approved policies and programs to meet the educational needs of his/her school; recommends for employment; supervises and evaluates the work of the personnel in the building and reports their progress to the Superintendent; recommends a budget to meet the educational and physical needs of the building; evaluates all phases of the activities and programs of the school; and maintains and enhances the school's and the District's standing in all major internal and external relationships
- POSITION GOALS:** **Operation**
1. Provide key leadership in establishing the vision and mission of the school and in formulating strategic plans to support goals
 2. Plan, coordinate and direct the educational program for the building, within established policies
 3. Initiate and recommend plans and programs for methods, practices, procedures or facilities for the improvement of the overall educational program in the building. Direct and coordinate the execution of the approved programs
 4. Keep staff informed of the educational program, policies and regulations of the District
 5. Promote and enhance the relations of the school and the district among the general public, taxpayers, parents, employees, students and others

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6. Provide leadership and/or support for parent groups such as the PTA, PTO, PAC (Parent Advisory Council), or Site Based Groups.
7. Report periodically the activities and progress of the school staff including its performance against approved objectives and programs

Personnel

1. Recommend and administer approved personnel policies and procedures of the District in the school
2. Organize, supervise, and evaluate office staff
3. Direct custodial staff to meet approved objectives of the school
4. Supervise and evaluate work of the faculty and support staff and submit recommendations to the Superintendent for hiring, orientation and in-service training, promoting, retaining and dismissing members of the staff. Direct the execution of approved programs
5. Recommend teacher assignments, including supplementary contracts for the building
6. Counsel regularly with teachers in order to help them to develop improved effectiveness with teaching
7. Implement appropriate building-level staff development programs as needed
8. Direct and control pupil behavior and discipline, recommend action to be taken in extreme and/or legal cases
9. Recommend to the Superintendent and administer all approved procedures for promotion and retention of pupils
10. Administer, organize and help develop procedures, facilities and forms for pupil records and accounting
11. Enforce safety regulations, recommend improved procedures, and direct programs for enhancing the safety consciousness of all staff and pupils throughout the building
12. Monitor the security of the building and its operation

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13. Approve specifications for equipment and supplies; direct and control the receipt, inspection for condition and specifications, storage, usage and distribution of equipment and supplies

14. Observe Teaching Staff

Finances

1. Initiate, develop, coordinate, justify and recommend the building budget to the Superintendent
2. Assume responsibility for monitoring an annual school budget and for implementing appropriate systems of internal control and recordkeeping
3. Control expenses within approved budgetary limits securing as required a statement of current expenditures for the building against the general budget from the Business Office.
4. Other duties as assigned.

TERMS OF EMPLOYMENT (ADDED):

Ten month year. Salary and work year to be established by the Board of Education.