

**CLEMENTON ELEMENTARY SCHOOL
JOB SPECIFICATIONS
SUPERINTENDENT/PRINCIPAL**

QUALIFICATIONS:

1. An earned Master's Degree with a major in educational Administration
2. New Jersey Certification – Chief School Administrator
3. A minimum of five years' teaching experience
4. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO:

Board of Education

JOB GOAL:

The Superintendent/Principal shall serve as the Chief Executive Officer of the Board of Education and shall be responsible for the administration and general supervision of the total school district in accordance with Board policies and New Jersey statutes.

EMPLOYMENT: (Term) 12 months

1. Attends and participates in all meetings of the Board except when own appointment, efficiency, contract, or salary is being considered and serves as an ex-officio member of all Board committees.
2. Advises the Board of need for new or revised policy and prepares policy drafts for Board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and Board policies.
4. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and prepares draft policy for review, modification if necessary, and adoption by the Board.
5. Sees to the efficient maintenance and dissemination of all district policy documents.
6. Administers as Chief School Executive, the development and maintenance of positive educational programs designed to meet the needs of the community and to carry out the policies of the Board.
7. Formulates and directs the development of the district's objectives, plans, programs, curriculum, and related activities. Prepares and presents facts and explanations necessary to the Board in making informed decisions concerning the approval of these areas.
8. Prepares and submits to the Board recommendations related to all matters requiring Board action and informs the Board of all activities operating under the Board's authority.
9. Recommends for promotion, appointment, or employment all employees of the Board and assigns, transfers, and recommends for dismissal any and all employees of the Board.
10. Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
11. Represents the school before the public and maintains a program of publicity and public relations to keep the public informed as to the activities, needs, and successes of the school.
12. Conducts a continuous evaluation of the progress and the needs of the school and all its programs. Keeps the Board informed of results of evaluation and measures taken to improve the district's educational environment.
13. Keeps appropriate records, as required by the Board of Education, the State of New Jersey, and other legal agencies.
14. Provides the Board with full research and evaluation data for long-range planning for all phases of School Board operation.
15. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

16. Oversees the instructional resources and materials utilized.
17. Reviews curriculum unit plans on a yearly basis and prepares them for board approval.
18. Participates in and presents professional development activities.
19. Conducts meetings with the staff as necessary for the proper functioning of the school.
20. Conducts formal and informal/walkthrough evaluations on non-tenured and tenured staff.
21. Supervises and evaluates selected professional and non-certified personnel.
22. Participates in the recruiting, screening, hiring, and training of school personnel.
23. Establishes and maintains an effective learning climate in the school.
24. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
25. Serves as the instructional leader of the school and improving student achievement.
26. Implements a discipline policy in cooperation with appropriate personnel that is fair, consistent and well understood by students and parents.
27. Assists in maintaining high standards of student conduct.
28. Supervises the implementation of all school programs and activities.
29. Assists in the development, revision, implementation, and evaluation of all curriculums.
30. Assumes responsibility for the attendance and academic progress of students.
31. Conducts periodic needs assessments and make appropriate recommendations in programs and personnel.
32. Facilitates meetings of the staff as necessary for the proper functioning of the school
33. Assists in the recruiting, screening, hiring, and training of school personnel.
34. Assumes responsibility for the safety of the school building.
35. Establishes procedures for the security and accountability of all school facilities, property and equipment.
36. Supervises the exclusion from school any pupil who shows departure from 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 the pupil's parents/guardians are apprised of reason for exclusion.
37. Plans and supervises necessary emergency preparedness programs.
38. Attends school-sponsored activities, functions and events held to recognize students and staff.
39. Insures that student record-keeping procedures comply with state and federal law and district policy.
40. Acts as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.
41. Serves as a member of such task forces and committees and attends such meetings.
42. Assists in the development, implementation, and evaluation of the district's in-service training programs.
43. Serves as the District Test Coordinator for all state assessments.
44. Completes and maintains grants and other state reports.
45. Is the Director of Curriculum and Instruction.
46. Is the Principal.

BOE APPROVED: