



# NEW BRUNSWICK PUBLIC SCHOOLS

## JOB DESCRIPTION

### HIGH SCHOOL PRINCIPAL

**REPORTS TO:**

Superintendent of Schools or his/her designee

**SALARY:**

As per NBLA agreement

**NATURE AND SCOPE OF JOB:**

This position is responsible for the administration of his/her building. S/he is responsible for all phases of student and staff life and activity.

**JOB QUALIFICATIONS:**

- Principal endorsement issued by the New Jersey Department of Education

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for the efficient operation of the school.
- Develop building regulations.
- Assign additional responsibilities to the Vice Principal, Administrative Assistants and Dean of Students.
- Responsible for the instructional program and the atmosphere for learning. Provide the necessary supplies and equipment.
- Initiate, supervise, monitor and evaluate all phases of the educational program.
- Recommend curriculum changes and in-service curricular activities.
- Direct and assist teachers in holding every student accountable for acceptable conduct on the way to and from school, on the school ground and in the school building.
- Responsible for all student and staff disciplinary action which affect the welfare of all students.
- Assume full responsibility for suspension of students.
- Responsible for the health and safety of the staff and student body.
- Direct and assist teachers in carrying out their duties and responsibilities.
- Recruit, interview and recommend professional and non-professional staff to the Director of Support Services.
- Supervise and evaluate professional staff.
- Recommend the re-employment or termination of non-tenure teachers.
- Recommend staff members with proper certification for promotion.
- Effect an optimum program of teacher assignment conducive to the best interests of students.
- Conduct staff meetings relative to the operations at the high school.
- Recommend and supervise summer curriculum developments.
- Maintain on-going contact with parents concerning the school and students.
- Attend and participate in district meetings.
- Attend and participate in local, state, and national professional conferences where feasible.
- Observe all state laws governing the operation of public schools and the supervision of

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Prepare·Empower·Inspire

- students.
- Complete reports as requested by the Superintendent of Schools or his/her designee.
- Assist in the organization and operation of co-curricular activities within the school.
- Responsible for all activities of a school sponsored nature.
- Establish proper inventory and distribution of supplies and equipment.
- Provide leadership for PTA and/or Title I, Title VII Advisory Committee activities.
- Contribute to the public relations program for the high school and the district.
- Prepare, develop, organize, and administer the preparation of an annual budget.

### **WORK ENVIRONMENT:**

This job operates in a professional office environment and a public school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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