

# Chesterfield Township School District

## Job Description

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| Job Category: | Administrator  |
| Title:        | Principal of Operations  |
| Reports to:   | Superintendent   |
| Supervises:   | Certified and non-certified staff assigned to the school with a focus as may be designated by the Superintendent.  |
| Job Goal:     | To provide leadership and managerial oversight to the instructional program and school operations with a focus on school operations to ensure a school climate that fosters the educational development of each student. |

### Qualifications:

- Valid New Jersey Principal Certificate or Certificate of Eligibility
- Successful teaching experience at the elementary and/or middle school level
- Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement
- Strong interpersonal and communication skills

### Performance Responsibilities:

#### A. Instructional Leadership

- Participates in school-level planning for improvement of instruction as described in Achieve NJ including the development of the socio-emotional needs of learner and educator;
- Works cooperatively with administrative team in the establishment and maintenance of an effective learning environment in the school that is developmentally appropriate;
- Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program;
- Participates in the development, evaluation, revision and implementation of curriculum.
- Plans, organizes and supervises all extracurricular activities;

- Participates in the planning, organization and supervision of curricular activities;
- Serves on the school's Intervention & Referral Services Team;
- Makes programmatic or instructional decisions based on data analysis;
- Reviews teacher lesson plans and provides written feedback;
- Serves as the district test coordinator for all state testing;
- Oversees/schedules student teaching placements, as necessary.
- Participates in articulating curriculum among grades in the school.

#### **B. Student Services**

- Ensures the safekeeping of student files and other confidential records and documents and the destruction of public records in accordance with law and regulations;
- Maintains high standards and developmentally appropriate student conduct and assists in enforcing discipline, as necessary, in accordance with board policy and the students' rights to due process;
- Notifies immediately the parent or guardian and the superintendent to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids;
- Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code;
- Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment;
- Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education;
- Participates in the implementation and monitoring of an integrative program of positive character traits development in conjunction with a positive program of self-esteem with conduct, safety and discipline of students;
- Is involved in attendance, conduct, safety and discipline of students;
- Coordinates student safety patrol;
- Provides an avenue for students to have a voice in the school.

#### **C. School Community Relations**

- Assists with planning and supervising regularly scheduled parent/teacher conferences and making arrangements for special conferences as necessary;
- Acts as a liaison between the school, home and community; interprets policies, programs and activities and encourages broad community participation in the affairs of the school;
- Communicates information to parents and the community that is required by law or administrative code;

- Keeps superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district;
- Plans and attends special events held to recognize student achievement and other school-sponsored activities and functions;
- Fosters and engages in open dialogue to parent stakeholders groups to serve the educational needs of the school community.

#### **D. Personnel Administration**

- Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals;
- Conducts observations of teaching staff members, aides, and administrative support staff and prepares written comments and offers constructive suggestion for improvement when appropriate as described in Achieve NJ regulations;
- Plans and encourages an ongoing program of staff in-service and keeps staff apprised of workshops and meetings as they relate to overall staff development.

#### **E. Planning**

- Assists, as necessary, with development of the master teaching schedule and assignments;
- Assists, as necessary, with development of a master schedule for the academic, extracurricular programs;
- Participates, as necessary, in the preparation of school opening including school calendar, staff handbook and parent handbook;
- Plans and supervises fire and other emergency drills as required by law and board policy;
- Prepares or supervises the preparation of reports, records and other paperwork required or appropriate to the school's administration;
- Plans and conducts staff meetings, as necessary, for the proper functioning of the school;
- Works cooperatively with the facilities manager and business administrator to schedule community use of the school building and grounds;
- Coordinates all aspects of student transportation programs.

#### **F. Financial Management**

- Prepares and submits the school's budget requests and monitors the expenditure of funds;

- Works cooperatively with other administrators in establishing and maintaining an efficient office system to support the administrative functions of the school;
- Ensures the proper collection, safekeeping and accounting of school activity funds.

#### G. Other Responsibilities

- Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations;
- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications;
- Keeps the superintendent informed of school activities and needs and works cooperatively with central office on matters relating to the school and district;
- Performs other duties which may be assigned or required by law, code, regulation/board policy and as are directed by the superintendent.

The Principal of Operations will have primary responsibility focused in the following areas:

- Extracurricular activities
- State testing
- Liaison with law enforcement
- 6<sup>th</sup> grade student safety patrol
- Student government
- Fire/emergency drills
- Student transportation
- School activity funds
- 6<sup>th</sup> grade FVL trip
- Assignment/training of lunch/recess aides
- Afterschool clubs program
- Budget related to primary oversight areas
- Areas related to buildings and grounds as assigned by the Superintendent

**Terms of Employment:** 12 months. Salary determined by the Board of Education at the recommendation of the Superintendent and in line with Board Policy. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.