

NUTLEY PUBLIC SCHOOLS  
Nutley, New Jersey

**TITLE:** Principal / Middle School

**QUALIFICATIONS:** A Master's Degree from an accredited college or university and a standard New Jersey certificate as principal.  
Successful completion of three years experience as a Classroom teacher at the secondary level

**REPORTS TO:** Superintendent/Assistant Superintendent of Schools

**GENERAL DESCRIPTION:** The Middle School Principal shall be responsible for the organization, coordination, supervision, evaluation and interpretation of the instructional program in the middle school.

**Duties and Responsibilities:**

- Develops the program of studies consistent with the needs of students and State mandates and works with the Superintendent of Schools or his designate in the development of curriculum.
- Organizes and supervises the faculty with responsibility for the balanced assignment of curricular and co-curricular duties aligned with Content Core Curriculum Standards.
- Organizes, coordinates all student activities, monitors clubs and club sponsors and exercises control of activity funds in accordance with approval accounting procedures.
- Under instructional leadership responsibilities visits classrooms and occasionally performs as a substitute teacher in order to maintain a knowledge of classroom procedures and problems. Furthermore, develops and implements in house instructional skill development and programs relative to new trends and assists in the development of in-service education programs for the professional staff.
- Supervises and implements the development of the master schedule of classes and individual student schedules.
- Observes and evaluates teachers. Completes and forwards to the Superintendent of Schools or designate an annual written performance evaluation of all personnel assigned to his charge.
- Submits an annual report to the Superintendent at the close of each school year. Such report shall include an assessment of the past year's activities.
- Conducts a Principal's Advisory Committee with staff.

- Surveys staff needs and makes recommendations to the Superintendent.
- Works cooperatively with other administrators, staff, students and community groups.
- Develops and submits budget requests to the Superintendent for all Middle School programs.
- Works cooperatively with district coordinators, the building administrative and teaching staff in the selection of textbooks, equipment and teaching materials, and makes recommendations for the purchase of the same to the Superintendent.
- Is responsible for the proper administration and supervision of all testing and for the preparation and submission of reports to the Superintendent and the State Department of Education.
- Supports the Director of Special Services in organizing and conducting regular meetings with the Child Study Team, nurse, guidance department, teachers, and vice principal to discuss student problems. Reviews psychological referrals, and with the cooperation of the guidance department, helps the Director of Special Services provide follow-up procedures for students within the building.
- Organizes and supervises Vice Principal in developing a system of attendance discipline, activities and welfare for all students. Furthermore, monitors intervention programs for regular education students, district 504 policies, Core Team interaction and the Peer Leadership Program.
- Develops information on needs for home instruction and submits requests to the Director of Special Services.
- Prepares calendar of school programs and activities for coordination with the needs of other buildings and areas and also district plans.
- Is responsible for the inventory of all the building textbooks and equipment for the instructional program and supervises district coordinators and department reps in the implementation of this task.
- Organizes and supervises fire and other emergency drills and reports same to the property authorities.
- Develops and supervises a Crisis Response Team for School Safety and Emergencies.
- Schedules faculty meetings.
- Meets with teachers for the purpose of reviewing problems that may affect them.

- Is responsible for hearing the first level of the grievance procedure from members of the Middle School staff.
- Responsible for the development of procedure books and handbooks for teachers, substitute teachers, student teachers and students.
- Keeps informed regarding the changing role of the Principal through attendance at administrative meetings and conferences and continued professional study.
- Attends Principals' meetings as required.
- Supervises the head custodian and custodial staff on problems of building maintenance and housekeeping.
- Conduct a monthly meeting with the academic coordinators. Agendas and summary reports are to be submitted to the Superintendent.
- Schedule and implement, with the consultation and participation of the academic coordinators and the Director of Guidance, a scheduling information night for the sixth grade parents.
- Is responsible for any other duties assigned by the Superintendent of Schools or his designate.

May 9, 2011

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