

HIGH SCHOOL PRINCIPAL

CERTIFICATE REQUIRED - Principal or School Administrator

REPORTS TO - Superintendent of Schools

DUTIES SPECIFIED BY STATE LAW -

A. Administration

(1) SUPERVISION. The primary responsibility of the high school principal shall be the supervision and administration of the school. (NJAC 6:27-1.6b)

(2) ANNUAL REPORT. Submit, at the end of the school year, a report to the Superintendent of the district (or county if there is no district superintendent), on blanks furnished for the purpose by the commissioner. (19A:25-5)

B. Students

(1) PUPILS WHO ARE ILL. Upon the recommendation of the school physician or school nurse, exclude from school any pupil who shows departure from normal health. (18A:40-7)

(2) OTHER PUPIL EXCLUSIONS FOR HEALTH, CLEANLI-
NESS. Upon the recommendation of the school physician or school nurse, exclude from school any pupil who has been exposed to a communicable disease, or whose presence is deemed by the medical inspector detrimental to the health and cleanliness of the other pupils. Advise the excluded pupil's parent or guardian the reason for exclusion. (18A:40-8)

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C. Operations

(1) FIRE DRILLS. Hold within school hours two fire drills each month. Require teachers to keep all doors and exits unlocked during school hours. If the school has fire escapes, these are to be used by some or all of the pupils engaged in the drill. (18A:41-1)

(2) FIRE OR SMOKE DOORS. If the school building has furnace room, hallway, or stair-tower fire or smoke doors, require that these be closed during hours when the building is occupied by pupils and teachers. (18A:41-2)

OTHER DUTIES -

A. Administration

(1) REPORTS TO SUPERINTENDENT. Make regular reports to the Superintendent regarding the activities of the school, the condition of the school, and the effectiveness of existing policies and procedures.

(2) POLICIES AND REGULATIONS. Assist the Superintendent, when called upon to do so, in the development of policies and regulations for staff and students.

(3) RULES. Prepare rules for the operation of his/her school non inconsistent with policies and regulations.

(4) ENFORCEMENT. Enforce district policies, administrative regulations, and school rules.

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(5) NEGOTIATIONS. Assist the Superintendent, when called upon to do so, in the negotiation of employee contracts.

B. Program

(1) CURRICULUM. Assist in evaluation of existing curriculum and provide leadership in the improvement of the instructional program.

Meeting periodically with department chairmen and the Director of Curriculum and Planning.

(2) INSTRUCTION. Supervise instruction and assist teachers in improvement of their instructional techniques.

(3) TEXTBOOKS, INSTRUCTIONAL MATERIALS. Develop procedures for the selection and coordination of textbooks and instructional materials, in conjunction with department chairpeople.

(4) RESOURCE PERSONNEL. Consult regularly with resource personnel and coordinate their services so that they may assist classroom teachers most effectively.

(5) EVENTS AND ACTIVITIES. Encourage and be responsible for extra-curricular activities, attend school programs, functions, and athletic events.

C. Staff

(1) RECRUITING. Assist the Superintendent in the recruiting of professional personnel. Recruit aides and office staff.

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(2) KEEP STAFF INFORMED. Assist the Superintendent in keeping staff members informed of all district policies and regulations which have been enacted by the Board of Education.

(3) EVALUATION. Supervise and evaluate professional and office personnel.

(4) SCHEDULING. Assign professional personnel so that there is an equitable distribution of the work load.

(5) PROFESSIONAL GROWTH AND DEVELOPMENT. Arrange for such activities as visitation of teachers within and outside the district, teacher attendance at professional meetings, and in-service training programs.

(6) ORIENTATION. Provide orientation and assistance to new teachers.

D. Students

(1) PLACEMENT. Be responsible for classification, promotion, and retention of all students.

(2) DISCIPLINE. Be responsible for conduct and discipline.

(3) ATTENDANCE. Develop procedures to assure regular attendance.

(4) HEALTH. Be responsible for conditions relating to welfare, health, and safety of students.

(5) RECORDS. Supervise the maintenance of student records.

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E. Finance

(1) BUDGET. Assist in supervision of expenditures of the present budget and prepare and submit to the Superintendent annually those areas of the budget so requested.

(2) REQUISITIONS, PURCHASES. Approve all requisitions and purchases for the operation of the school program and plant.

(3) MONEYS FROM STUDENT ACTIVITIES. Administer a system of accounting for all moneys collected from student activities, including fees, fines, entertainments, and gifts as directed by the Superintendent.

F. Public Relations

(1) PHILOSOPHY AND OBJECTIVES. Acquaint staff, students, and parents with the philosophy and objectives of the Board of Education.

(2) INFORMATION. Assist the Superintendent in developing and directing a school-community relations program and in preparing information to be disseminated to the public.

(3) COMMUNITY GROUPS. Maintain good relationships between the school and community by cooperating with official school-community organizations.

Date Adopted: 4/18/77
Date Revised: 3/18/91