

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Alternative School Principal

QUALIFICATIONS:

1. Masters Degree in Education from an accredited College or University
2. Valid New Jersey Principal certificate
3. Three or more years supervisory experience in a public school district
4. Knowledge of New Jersey school law and administrative code.
5. Demonstrated organizational, communication and interpersonal skills.
6. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
7. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
8. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction

SUPERVISES: All instructional and support staff assigned to the school.

JOB GOAL: To provide leadership in developing, implementing and evaluating a program of instruction and services at an assigned school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Instruction in the development, revision and evaluation of the school's curriculum.
2. Supervises and monitors the implementation of the school's curriculum and services.
3. Supervises the development and implementation of Individual Program Plans for each student.

4. Develops students' and staff's schedules.
5. Facilitates the ordering and delivery of students' lunches.
6. Initiates, develops and implements programs and services to meet the specific needs of the school.
7. Establishes and maintains an effective learning climate in the school.
8. Establishes and maintains high standards of student conduct and enforces discipline as necessary according due process to the rights of students.
9. Attends special events to recognize student achievement and other school sponsored activities and functions.
10. Maintains active relationships with students and parents/guardians.
11. Supervises all activities that are outgrowths of the school's curriculum and activities.
12. Supervises the maintenance of academic progress, attendance and health records of students.
13. Prepares or supervises the preparation of reports, records, lists and other paperwork required or appropriate to the school's administration.
14. Assists in the recruitment, screening and interviewing of applicants, checks references, and verifies credentials for the instructional and support staff of the school.
15. Orients newly assigned staff members and assists in their development as appropriate.
16. Assists in the implementation of the Commission's local professional development plan.
17. Supervises and evaluates all staff assigned to the school.
18. Assists in the preparation and administration of the school's budget.
19. Requisitions supplies, textbooks and equipment, verifies delivery of orders, and maintains inventory records.
20. Maintains and controls local funds generated by student activities.
21. Conducts meetings of staff as necessary for the proper functioning of the school.
22. Plans and supervises fire drills and an emergency preparedness program.
23. Develops and implements a plan for public relations and recruitment of students.

24. Interprets and enforces the Commission's policies, rules and regulations.
25. Prepares and submits reports and other documents as required by the Superintendent and other governing agencies.
26. Maintains a program of communication with the Commission's stakeholders to identify needs and to recommend and develop programs and services to address needs.
27. Keeps abreast of developments in education, and provides leadership in determining their appropriateness for inclusion in the Commission's educational programs.
28. Attends and participates in all state, county and local meetings related to responsibilities.
29. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
30. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval
Initial: 4/4/2007