

TRENTON PUBLIC SCHOOL

JOB DESCRIPTION

Principal of Virtual Learning (K-5)

QUALIFICATIONS:

1. At least five (5) years of successful teaching experience
2. At least three (3) years of successful experience as an administrator or supervisor
3. Knowledge of New Jersey Student Learning Standards
4. Knowledge of budgeting and budget implementation
5. Ability to analyze data and to make evidence-based decisions.

CERTIFICATION: Valid New Jersey Principal Certificate or Certificate of Eligibility

REPORTS TO: Chief Academic Officer

JOB GOAL: To plan, organize, control and assume leadership of the Trenton Virtual School

SUPERVISES: All staff assigned to the school

Duties and Responsibilities:

1. Provide for a safe and positive virtual environment in which learning is of prime importance.
2. Demonstrate positive interpersonal relationships with staff, students and the community.
3. Evaluate virtual school programs, analyze, interpret, and utilize data in planning.
4. Collaborate with staff and community to develop a comprehensive plan for virtual school improvement that aligns with the goals and objectives of the school district.
5. Provide sound business management through leadership in planning the school budget for the efficient and effective use of resources. Allocate funds, supplies, materials and equipment in a meaningful manner.
6. Maintain an accurate inventory of equipment and supplies.
7. Assume administrative responsibility for all records and reports required.
8. Implement the code of student conduct and establish procedures that encourage student behavior consistent with school goals.
9. Initiate action and readily take responsibility for all aspects of the daily operations of the virtual school.
10. Coordinate and participate in professional development activities that support virtual school improvement initiatives.
11. Work with parents and students to find the educational pathway that leads to success.
12. Work with other principals, administrators and counselors to create virtual learning opportunities for students across the district.

13. Ensure virtual program supports and aligns with district goals and policies and the NJ Student Learning Standards.
14. Manage enrollment requests, class assignments and class load for virtual courses.
15. Follow and provide feedback to assist in the direction of legislation as it pertains to virtual education.
16. Implement digital curriculum for the virtual program.
17. Assist schools in the development and management of their own programs of innovation that feature virtual or distance learning.
18. Perform other duties as assigned by the CAO.

TERM OF EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: TASA

SALARY: In accordance with TASA Salary Guide

STATUS: Salaried

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Administrative personnel.

BOARD APPROVAL: