

School or Agency Name: **P.G. Chambers School**

Position Title: **Principal**

School or Agency Website (Full URL): <http://www.chambersschool.org>

Position Description (Limit 2,000 Characters):

Responsibilities:

- Provides the leadership to create and maintain a high quality school program offering research-based instruction and related services in a climate of positive support for student development.
- Ensures compliance with P.G. Chambers School and Department of Education code, policies, and procedures.
- Articulates the vision for the school program and contributes to the development of the organization's strategic plan.
- Ensures positive relationships with schools, outside organizations, and professional groups.
- Manages school enrollment and related policies and procedures.
- Supervises and conducts performance evaluations for Assistant Principal, School Social Worker, and Learning Disabilities Teacher-Consultant.
- Supervises and conducts teacher, paraprofessional, and school support team (LDT-C, Social Worker, and case managers) observations and evaluations.
- Supervises the related service staff within the context of the school program and contributes to their performance evaluations.
- Coordinates the development, implementation, and supervision of educational and related services in the School Program.
- Leads the collaborative school leadership team that is responsible for ensuring effective, state of the art education and related services in compliance with federal and state regulations.
- Develops and supervises systems to ensure trans-disciplinary planning and interventions in the school program.
- Recruits and selects highly qualified personnel, trains, supervises and evaluates a motivated, diverse and competent staff.
- Encourages and organizes effective systems for parent and staff communication.
- Selects and supervises integration of research-based curricula that meet the needs of students and exceeds accepted standards.
- Directs and monitors program and educational standards, instructional and related services methods and content.
- Acts as a liaison between school program and parent groups.
- Evaluates and recommends purchase of school equipment and supplies.
- Demonstrates fiscal responsibility and assists with the development and management of the school budget.
- Participates in the strategic leadership of the organization in partnership with the executive director and others.
- Performs other duties as requested.

Qualifications and personal attributes:

- Well-developed leadership skills,
 - Ability to lead and work with multidisciplinary teams,
 - Ability to mentor and empower self-directed teams,
 - Ability to foster a collaborative environment.
- Ability to analyze and address diverse school, community, and family issues,
- Understanding of learning and development,
- Knowledge of specialized curricula and experience in designing instructional programs,
- Ability to build and maintain a strong instructional program,
- Comprehensive understanding of state and federal education code and regulations,
- Excellent verbal and written communication skills, and critical thinking skills that focus on bridging differing points of view and successfully move a group toward agreement.
- Advanced degree in education with certification as N.J. Principal/Supervisor,
- Minimum five years supervisory experience,
- Minimum of three years teaching experience in special education,
- Certification as N.J. Teacher of Students with Disabilities (Teacher of the Handicapped.)

Resume and material submissions direct to Rose Bolash via email,
bolashr@chambersschool.org.