

Position Announcement



Serving people with disabilities since 1953

Cerebral Palsy of North Jersey (CPNJ)

www.cpnj.org

PRINCIPAL

1. Develops, implements, monitors and evaluates program services, instructional methods and curriculum content; facilitates continuous review of individual and programmatic goals and objectives; receives, reviews, approves and modifies as needed lesson and treatment plans
2. Develops long and short term goals for school; evaluates programs to determine effectiveness, efficiency and utilization and to ensure compliance with federal, state and/or local regulations
3. Coordinates programs and scheduled activities between educational, medical and therapy staffs and/or CPNJ directors and administrators; leads department head meetings; may participate in staff meetings and/or team meetings; coordinates activities and information flow between school and families
4. Complies with federal and state Department of Education requirements and provides appropriate documentation
5. Plans, enacts manages and monitors annual operating budget in conformity with funding source requirements; determines proper allocation of resources; submits required statistical reports to finance office, funding agencies and others as required; participates in quarterly budget review; may participate in negotiations with state governing officials concerning funding issues; reviews and approves requisitions, orders materials, equipment and supplies
6. Provides technical support to staff; develops training programs for staff in conjunction with Director of Training
7. Submits required statistical reports to business office, local school districts, and/or funding agencies as needed; monitors student attendance records; coordinates student transportation services; insures completion of CPNJ accident/incident reports and oversees compliance with internal and external safety requirements
8. May participate in or monitor site visits, intake determinations, initial and annual Individual Educational Plan meetings; reviews files of students seeking enrollment for appropriate fit

9. Ensures quality by conducting program self assessments, overseeing outcomes management system, participating in internal audits, producing surveys, developing action plans and participating in accreditation reviews by outside evaluating organizations

10. Represents educational program to school district staff members, parents and/or the general public; attends and participates in local and state organizations relating to educational policy

11. Investigates, handles and resolves complaints and problems; participates in formal and informal mediation of disputes

12. Participates in employment process including interviewing, hiring and supervising staff and consultants, placement, promotion, transfer or termination; administers and interprets program and personnel policies; evaluates program staff, assigns and monitors staff duties; receives and approves all leave requests and time and attendance records; represents and interprets agency policies and procedures to program staff

13. Serves as a senior manager of CPNJ; attends regular management, policy and supervisory meetings; participates in various agency management assignments; attends management training sessions and trains staff

14. Collaborates with CPNJ management to develop agency-wide policies and procedures; presents and interprets policies and procedures to staff

15. Accepts, utilizes and supports the work of volunteers

Master's degree in Education, Therapy or a related field; NJ Certification as Principal required; at least three years experience as a teacher or provider of some other special education service; at least three years experience in a supervisory capacity in an educational setting or an equivalent combination of education and experience; fingerprint examination and approval by State of New Jersey including criminal history background check; successful completion of TB screening; transportation required.

CONTACT:

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