



Position Description

Job Title: Principal

Department: Education

Reports to: Executive Director

Direct Reports: Education Supervisors

FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of an incumbent.

Position Summary:

Provides leadership, supervision and administrative management to school operations to promote the educational, therapeutic, and behavioral development and well-being of each student. Develops and implements policies and procedures that directly impact operations, activities, and assigned staff of program site(s) within direct areas of responsibility. Is ultimately accountable for and ensures maximum provision of care to persons served regarding daily living activities, safety, vocational activities, and interaction with others.

Essential Responsibilities:

1. Develops, implements, and ensures adherence to established Bancroft policies and procedures. Ensures strict compliance with Division of Developmental Disabilities (ODD) regulations, Health Insurance Portability & Accountability Act (HIPM) regulations, DOD Supported Employment/Day Program (SE/DP) Manual standards (if applicable), Department of Labor (DOL) regulations (if applicable), Department of Human Services 1047 regulations (if applicable), Commission on Accreditation of Rehabilitation Facilities (GARF) standards, and applicable state/local/federal regulations at all times.
2. Develops and administers the school's programs to conform to education, social, and emotional needs of the students and ensures that programs meet the criteria of licensing and accrediting agencies. Consults with clinicians and other professionals to analyze the suitability of the educational program for meeting the students' changing needs and, in conjunction with educational staff, implement curriculum revisions as necessary.
3. Evaluates ongoing curriculum, makes suggestions for changes, if needed, at all levels of instruction.
4. Plans and implements periodic in-service training programs for faculty members.
5. Selects staff; recommends promotions, transfers, and discharges of staff. Also evaluates performance, recommends salary adjustments and establishment of new positions to ensure adequate staffing.

6. Coordinates/collaborates with other disciplines (clinical, residential, vocational, and medical) to provide continuity in each student's program.
7. Participates in admissions process, making decisions regarding census management, prospective student recommendations to Admissions Evaluating Team.
8. Prepares educational budget parameters and submits, purchase requisitions for supplies, equipment, and services necessary to the educational program.
9. Directs the effective use of schools' physical resources and is accountable for their care, maintenance, or replacement.
10. Provides oversight to direct and indirect reports within assigned area of responsibility:
 - Directly, or indirectly through others, provides ongoing leadership, advice, training, and guidance to staff regarding the daily instruction and safety of persons served at specific program site as outlined in the Individual Program Plan (IPP), Annex A and/or program descriptions;
 - Conducts regular staff meetings and attends program management meetings to promote a constant flow of information, open discussions, knowledge sharing, and to ensure staff are well-informed;
 - Attends various internal management meetings, external conferences, family conferences, etc., to both obtain and share information; Directly manages the ongoing job performance of direct reports;
 - Develops and communicates performance goals, completes performance evaluations within established timeframes; provides feedback, develops and takes action on performance improvement plans, and determines and implements disciplinary action as needed;
 - Approves capital expenditures up to the limit of authority. Develops a priority list of capital improvements.
11. Promotes the school and school programming to parents, agencies, school districts, etc.
12. Represents the unit/division at professional seminars, workshops, and conventions.
13. Assures program operates in compliance with New Jersey Department of Education Administrative Code Regulations.
14. Evaluates and/or oversees the performance evaluations of professional staff.
15. Performs related duties, special assignments and projects as required.
16. Abides by the Bancroft Code of Ethics, Mission Statement, and Vision Statement in promoting ethical behavior, establishing relationships and providing guidance in decision-making situations.
17. Remains current with required training certifications, meets state-regulated licensing and regulatory accreditations, and adheres to mandatory requirements.
18. Maintains effective verbal and written communications with colleagues, those served, and their family members and/or guardians when applicable.
19. Willingly and effectively cooperates with Bancroft, The Department of Human Services, The Division of Maintains a safe and respectful environment, free of abuse, neglect, or exploitation; does not allow weapons, threats, bullying or intimidation. Developmental Disabilities (DOD), and other licensing or state agency or local municipalities in any inspections and investigations, upon request.
20. Reports any violations to the appropriate individual as soon as the Incident occurs.
21. Demonstrates Bancroft's core values of Compassion, Accountability, Respect, Empowerment and Safety in the performance of position responsibilities.

Education & Experience:

Master's degree in Education, Special Education, School Administration or related field required. A minimum of ten years of related experience required to preferably include a minimum of three years' operating in a management capacity. A minimum of five years of experience working with people with disabilities and neurological challenges required. Principal Certification Required. ABA related experience or certification beneficial.

Special Skills:

Effective written and verbal communication skills required, as well as effective interpersonal, organization, and time management skills. Effective and proven leadership and management skills required, as well as flexibility and adaptability. Ability to effectively interface with a wide range of constituencies required. Valid driver's license required in incumbent's legal name and current address with no provisional restrictions. Minimum 18 years of age required.

Required Knowledge, Skills and Abilities:

1. **COMMUNICATION** - Presents ideas in an easy to understand manner with an engaging and captivating style. Effectively communicates complex ideas or thoughts in an easy to understand manner. Uses appropriate grammar, including vocabulary and sentence structure. Expresses information and ideas, orally and in writing, in a manner that is clear, concise, and easy to comprehend. Uses proper spelling, grammar, and sentence structure.
2. **DELEGATION** - Assigns responsibilities and decision-making in a way that makes people responsible for results as well as determining appropriate means by which to achieve those results. Ensures that people are provided with sufficient resources to make decisions and take actions on their own. Appropriately outlines expectations and follows up accordingly.
3. **INFLUENCING OTHERS** - Reaches formal and informal agreements, obtains commitments, or arranges plans with other individuals or groups in a way that serves or promotes mutual goals or interests. Energizes and engages others in support of and commitment to activities and goals by creating a shared vision, role modeling performance and professionalism, and recognizing and rewarding high performance. Builds trust and respect among followers. Encourages and facilitates an environment for the constructive handling of resolution or conflict.
4. **INITIATIVE** - Is proactive rather than reactive both in thought and action. Identifies areas for improvement and takes necessary steps to implement those changes. Is a self-starter rather than waiting for direction from others.
5. **LEADING OTHERS** - Sets clear expectations for performance and responsibility and ensures that goals are met. Builds trust and respect among followers. Serves as a role model for appropriate attitudes and behaviors. Diagnoses the needs and capabilities of associates and takes actions to maximize each person's development.
6. **MAKING GOOD DECISIONS** - Considers alternative courses of action when faced with a decision and follows a logical decision-making process. Makes decisions and takes actions that have a positive, beneficial impact on the team, the organization, and the self. Chooses the course of action that maximizes the benefits and minimizes losses.
7. **MANAGING RESOURCES** - Establishes goals, identifying a purpose, and setting clear objectives to guide actions for self or others. Organizes or adjusts information, people, and materials to meet established goals and priorities. Institutes effective methods for keeping track of the status of the subtasks and the overall timeline of a project and for ensuring that project goals are met in a timely manner.
8. **PLANNING & ORGANIZING** - Schedules and organizes time and resources based on an established plan. Sets up and maintains systems in order to organize and keep track of tasks and assignments. Appropriately prioritizes tasks and activities.

9. **PROBLEM SOLVING** - Is able to effectively resolve problems that involve, people, things, and processes that require general logic and common sense. This may include gathering relevant information, considering alternatives, and drawing logical conclusions based on facts.

10. **WORK ETHIC** - Sets high standards for own work rather than solely following those that are expected. Successfully completes work with a careful attention to all aspects of the job. Assumes responsibility for a job well done. Is organized, neat, precise, hard working, and dissatisfied with average performance.