

2133 PRINCIPAL (JOB DESCRIPTION)

Reports to: Superintendent of Schools

Position Overview: A Principal in Region One is the instructional leader, as well as the building manager responsible for the supervision and administration of school operations. The Principal must have clear and visible standards in the execution of all responsibilities, with a focus on high expectations and achievement for all students. He/she will adhere to State statutes, Board policy, and Regional guidelines in all decision-making and day-to-day school operations. The Principal will ensure the continuous improvement and effectiveness of school leadership through ongoing personal professional development, as well as through collaboration with peers and staff. Finally, he/she is the ambassador for the school, representing its mission, vision and values in the local community and beyond.

PERFORMANCE RESPONSIBILITIES

ADMINISTRATIVE

- Manages the school in accordance with policies, regulations, and goals determined by the Board of Education and the Superintendent
- Plans for and attends all Board of Education meetings
- Prepares the school schedule
- Prepares the school's budget and requests approval by the Board of Education
- Administers the school finances within budget parameters
- Supervises maintenance of the school's plant; inspects the school and receives reports from custodians
- Supervises the lunch program within state and federal guidelines (if applicable)
- Supervises the transportation program according to the Regional contract
- Safeguards the health, safety, and well being of students and staff
- Maintains high standards of student conduct and enforces discipline, as necessary, according to due process rights of students
- Administers the various local funds generated by student activities
- Supervises the maintenance of accurate records on the achievement and attendance of students
- Ensures the submission of all required State reports
- Other duties as assigned by the Superintendent in the best interest of the school

INSTRUCTIONAL

- Leads the certified and non-certified staff, ensuring curriculum, pedagogy, and professional development aligned with appropriate educational standards, practices informed by research, and consistent with the expectations established by the Region One central office
- Leads the strategic planning process in the school, ensuring input from all stakeholder groups and alignment with Regional goals and initiatives
- Creates and supports a leadership team to support the achievement of school goals

according to the strategic plan.

- Supports high quality instruction through professional development and continuous feedback for certified and non-certified staff.
- Ensures success for all students by providing personalized access to curriculum and learning supported by a data-driven response to intervention process
- Ensures that student needs are identified with respect to 504 and Special Education programs and that associated learning plans are implemented with fidelity
- Ensures that the school schedule is aligned with the school goals as described in the strategic plan
- Maintains a working knowledge of current instructional practices and research
- Ensures availability and effective use of educational resources, within constraints of district budget

PERSONNEL

- Assigns responsibilities to school staff and ensures that all personnel fulfill assigned duties
- Interprets Regional and Board policy to staff and community
- Recruits, interviews, and hires new staff (or recommends new staff appointments to Board of Education as articulated by Board policy)
- Promotes the professional growth of individual staff members
- Implements Region One Teacher Effectiveness and Professional Practice Evaluation plan for certified staff
- Conducts annual evaluations of non-certified/classified staff
- Conducts meetings with staff for the proper functioning of the school
- Recommends, according to established procedures and law, the removal of a staff member whose work is unsatisfactory
- Implements certified and non-certified/classified contracts
- Supports the career development of all staff

COMMUNITY

- Communicates school mission, vision, and strategic plan to parents and community
- Promotes a positive school climate by developing an atmosphere of mutual understanding, openness, confidentiality, and trust
- Solicits parent and community input with regard to new programs and initiatives as well as anticipated changes to the school physical plant/grounds
- Interprets the educational programs and goals of the school for parents and community
- Acts as a liaison for extra-curricular programs and committees
- Receives community requests regarding the school building in accordance with Board policy

