

**RSU No. 5 Durham ~ Freeport ~ Pownal
Principal Job Description**

QUALIFICATIONS:

1. Minimum of master's degree
2. Maine principal certification (040)
3. At least five years combined successful experience in teaching and administration
4. Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Faculty and staff of school

JOB GOAL:

To use leadership, supervisory and administrative skills to develop, achieve and maintain the best possible educational programs for the students of RSU5 that supports the mission, vision and the beliefs of RSU5.

PERFORMANCE AREAS:

1. Uses multiple sources of data to develop a plan for the improvement of student achievement. Assists staff in planning and implementing curriculum using appropriate instructional strategies to meet the adopted District standards.
2. Contributes to the development and implementation of professional growth and staff development programs that raise aspirations, student engagement, and student voice.
3. Possesses and practices good organizational skills and the knowledge of effective administration of school operations.
4. Demonstrates a strong stewardship of resources and a knowledge of school finance to effectively represent the school's needs in the budgeting process. Resources are effectively managed.
5. Articulates the successes and needs of the school in an effective manner both orally and in writing to staff, central office administration, the Board of Directors, parents, students, and the community.

6. Recognizes school staffing needs and contributes to the effective recruitment, selection and retention of staff.
7. Supervises and evaluates all staff using the RSU5 Professional Growth and Evaluation Plan for educators and identified rubrics for other staff.
8. Engages and relates positively with the public; views the community and school as a partnership and is active and visible in building shared ownership for the work of the school.
9. Communicates with staff, students, and parents in a timely manner.
10. Maintains a safe and healthy learning environment for all students and staff and follows all ensures that safety protocols are followed.
11. Inspires, motivates, guides, and directs staff in setting and achieving the highest standards of educational excellence for the school and the district.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors.
(260 days)

EVALUATION:

Evaluated annually by the Superintendent of Schools or his/her designee in accordance with Evaluation of Administrators.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the terms and conditions of this position.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: November 4, 2016