SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **PRINCIPAL**

QUALIFICATIONS:

1. Connecticut Intermediate Administrator Certification (092).
2. Successful teaching experience at the elementary or secondary level.
3. Demonstrated knowledge of current educational practices, curriculum, assessment, and instructional leadership.
4. Strong interpersonal communication and organizational skills.
5. Experience with data-driven decision-making, staff supervision, and school improvement planning preferred.

REPORTS TO:
Superintendent of Schools or designee

SUPERVISES:
All school programs, activities, personnel and school operations.

JOB GOAL:
Provide visionary leadership and effective management that ensures a safe, inclusive, and engaging learning environment where all students achieve academic and personal success. The principal is responsible for implementing district policies, leading continuous school improvement, and collaborating with staff, families, and the community to advance the mission of the Southington Public Schools.

PERFORMANCE RESONSIBILITIES:

1. Ensure a safe, supportive, and equitable learning environment for all students, staff, and visitors.
2. Provide instructional leadership focused on high-quality teaching, learning, and assessment.
3. Lead the development, implementation, and continuous improvement of curriculum and instructional programs.
4. Select, assign, supervise, and evaluate certified and classified personnel to promote professional growth and excellence.
5. Facilitate professional learning and collaboration among staff to support effective instructional practices.
6. Foster a positive school climate that promotes respect, responsibility, and high expectations for all.
7. Support and promote student engagement through co-curricular and extracurricular opportunities.
8. Maintain consistent standards of student conduct and support positive behavior interventions.
9. Strengthen partnerships with parents, caregivers, and community organizations to enhance student learning and well-being.
10. Communicate effectively with staff, students, families, and the community regarding school goals, programs, and progress.
11. Develop, manage, and monitor the school's budget in alignment with district priorities and goals.
12. Oversee building operations, facilities, and resources to ensure a safe and effective learning environment.
13. Lead and participate in school and district committees, team meetings, and initiatives as required.
14. Use data to guide decision-making, evaluate school programs, and monitor student achievement.

Revised 03-14-96; 2-12-15; 10-7-25
Approved by Policy and Personnel 2-17-15; 12-9-25
Approved by the Board of Education 3-11-15; 12-11-25

15. Perform other related duties as assigned by the Superintendent of Schools or designee.

TERMS OF EMPLOYMENT:
In accordance with the working agreement between the Southington Board of Education and the Southington Administrators Association.

EVALUATION:
Performance to be evaluated annually by the Superintendent of Schools or his/her designee.

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