

Inter-Lakes School District

Job Description



Title: Principal	Date: November 17, 2025
Classification: Administrator	Terms of Employment: Full-time, Exempt
Reports To: Superintendent of Schools	Supervises: All Personnel within the Building

QUALIFICATIONS:

1. Appropriate certification as required by the State of New Hampshire Department of Education or eligible for certification.
2. A Master's Degree in Education Leadership or related program.
3. At least three (3) years as a classroom teacher and/or experience in administration and supervision.
4. Such alternatives to the education and experience as specified by the superintendent.

JOB OBJECTIVE:

The building principal supervises operations and personnel within the school building and collaborates with administrative team members to foster a positive, inclusive school culture that ensures the educational development of each student, empowering learners to thrive academically, socially, and emotionally. The building principal leads teams to achieve academic excellence and promotes a safe, nurturing, collaborative environment where all stakeholders work together to achieve the vision of the Inter-Lakes School District. The building principal is responsible for engaging the community and promoting a positive and collaborative school culture. The building principal oversees compliance with district policies and procedures, success of instructional programs, and the operation of all school activities.

ESSENTIAL JOB FUNCTIONS:

1. Model and promote the Professional Standards for Educational Leaders.
2. Implement the minimum standards for public education in New Hampshire, standards and policies set forth by the School District, and comply with education laws.
3. Collaborate with the Facilities Director in the supervising and maintenance of buildings, grounds, and equipment.
4. Develop and manage the school's budget that meets the stakeholders' needs in requisitioning resources within the funds allocated.
5. Collaborate with the Director of Student Services on the implementation of special education programming and compliance with special education laws.
6. Responsible for overseeing the building level 504 plans SCS and ILES. In the case of ILMHS, collaborates with the Guidance Director regarding 504 responsibilities.
7. Collaborate with the Curriculum Coordinator in the review, development, and implementation of learning assets.
8. Oversee the implementation of emergency operations management plans.
9. Monitor, analyze, and respond to student performance outcomes as measured by local and state assessment measures within the school.
10. Supervise and collaborate with building and district personnel to ensure that student behavior and wellness needs are supported.
11. Coordinate, promote, and support school-based learner-centered activities and events.
12. Support staff development by providing feedback on instructional delivery and classroom management techniques through informal and formal supervision and evaluation of staff.
13. Coordinate and facilitate faculty meetings.
14. Promote and support professional development opportunities.
15. Approve and oversee accurate records as required by federal, state, and local mandates.
16. Participate in the recruiting, screening, recommending, training, and assigning of staff and assigning of mentors.
17. Oversee effective, school-wide implementation of district-adopted technology tools in alignment with the district's design principles and expectations of use (e.g., Student Information System, Learning Management System).
18. Facilitate and promote positive, active community and family engagement.

19. Facilitate and serve on district and/or school committees as assigned.
20. Attend school board meetings.
21. Collaborate with the Curriculum Coordinator on the implementation of grade reporting processes and procedures.
22. Complete the Crowd Manager Course and maintain active certification.
23. Perform other duties as assigned by the Superintendent.

SKILLS

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

OTHER:

1. Attends school sponsored activities, functions and co-curricular events.
2. Serves as a member of such committees and attends such meetings as assigned by the Superintendent.
3. Through this job description, the Superintendent designates this position with the authority to suspend students out of school for up to 10 days.
4. Performs other duties as assigned by the Superintendent.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
