Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Principal

Reports To: Superintendent of Schools

Supervises:

All school-based certified staff, both full and part-time.*

All school-based non-certified staff, paraprofessionals*, and administrative assistants. *

Supervision of special education teachers and paraprofessionals occurs in collaboration with the Director of Special Services

Qualifications:

Education and Experience: Master's Degree or above in Education and a minimum of three (3) years of administrative experience in the educational setting.

Necessary Knowledge, Skills, and Abilities: Demonstrated ability to plan, direct, evaluate, control, and manage the school's activities of students, teachers, and other personnel assigned to the respective school.

LICENSURE AND CERTIFICATION REQUIREMENTS: Certification or certifiable as a Principal by the State of New Hampshire Department of Education.

Physical Demands:

Background Check: The candidate will need to successfully pass a background investigation including fingerprint and criminal history evaluation.

General Duties & Responsibilities: Working collaboratively with the District Directors of Curriculum & Instruction, Special Education, Finance, Human Resources, Food Service, and Technology, the Principal is responsible for instructional leadership and operational management in the school. In performing those tasks the Principal shall implement and maintain School Board and administrative policies and philosophy.

Except as specifically noted, the following functions are considered essential to this position: (Adapted from the NH Principal Evaluation Frameworks) The school principal provides educational and operational leadership that promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
- Ensuring management of the organization, operations, and resources of a safe, efficient, and effective learning environment;

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;

- Acting with integrity, fairness, and an ethical manner;

- Understanding and responding to the larger political, social, economic, legal, and cultural contexts as an advocate for students;

- Implementing the District goals, collaboratively developing and implementing building level goals, and developing professional goals which are in concert with and support District and school level goals; and

- Utilizing multiple sources of evidence to support and enhance student growth.

1. Instructional Program

- With the Director of Curriculum and Instruction, promotes, organizes, and directs an effective teaching/learning environment in harmony with the District's philosophy and consistent with the regulations and policies of the State Board of Education and the School Board.

- Within District focus, collaborates with the staff to assess the needs and interests of the students and community to develop the school mission statement with learning objectives, and collaborates regarding the principles of learning and teaching about appropriate educational research to improve student achievement.

- With input from faculty and the Director of Curriculum and Instruction, develops a program of studies designed to meet student needs and the district vision.

- Constructs an effective master schedule of daily classes.

- With the Director of Curriculum and Instruction, assists faculty in developing, implementing, and assessing curriculum within the context of state and national curriculum frameworks.

- Oversees the development and implementation of co- and extracurricular activities necessary to complement and enrich the curriculum.

- With the Director of Curriculum and Instruction and faculty, uses assessment data to determine the effectiveness of the overall instructional program. Supporting faculty analysis of data to target instructional practice.

- Consults effectively in writing/verbally with the Superintendent and Director of Curriculum & Instruction on any proposed modifications of the instructional program.

2. Fiscal Management

- Develops and administers an accurate, detailed, and well-organized annual budget to present to the Superintendent and School Board, which responsibly reflects instructional and program needs and works with others to establish priorities among all district schools.

- Manages building budget through review and authorization of purchase orders, transfer requests, notification of over and under expenditures, and mid-Spring forecasting to year-end.

- Responsible for and accounts for all special office and student activity funds.

3. School Board-Related Communications

- Prepares and presents verbal or written reports and/or proposals to the School Board upon request.

- Proposes major changes in the school program or suggests changes in policy and/or procedures to the School Board through the Superintendent or his/her designee.

4. Personnel Administration

- Assists the Superintendent or his/her designee in the selection, orientation, and training of staff members.

- Assigns staff members to duties concerning all special school activities concerning CBA.

- Monitors and submits attendance records on all certified and non-certified employees in accordance with administrative procedures.

- Understands and administers effectively Master Contract Agreement(s) and/or Letter of Agreement(s).

- Supervises the professional development of the staff including collaboration on the development of staff members' goals aligned with school and District goals, and provides and approves appropriate professional development activities.

- Supervises, advises and evaluates effectively staff members responsible for extra and co-curricular activities.

- Provides effective supervision and evaluates staff, collaborating with other administrators as necessary or instructed, in accordance with School Board and administrative policies and goals, utilizing the District Professional Development and Teacher Supervision Plans.

- Provides reports to the Superintendent or his/her designee on the quality and effectiveness of teachers.

5. Student Welfare

- Plans with guidance personnel and administers a well-defined guidance and counseling program for pupils, and assists in the development and implementation of Follow the Child initiatives.

- Establishes fair disciplinary procedures and maintains maximum effectiveness of those procedures within School Board policy.

- Regulates the operation of all extra or co-curricular student groups.

- Provides appropriate programs for students with various levels of aptitude and performance.

- Assigns, supervises and manages procedures connected with pupil attendance, registration, transfer, and dropout.

- Coordinates and provides an appropriate transition to the next level of education, promoting student optimism as they move from elementary to middle school and postsecondary opportunities. Such optimism is established by successful school experiences.

6. Research & Study

- Uses research and study to evaluate and improve educational programs.

- Reads current professional literature regularly.

- Maintains professional association membership(s).

- Attends professional in-service workshops, conferences, and conventions, and appropriately and effectively uses and shares acquired information.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

7. Administration of the School Plant

- Consistent with district guidelines, and implements a comprehensive, effective, well-developed plan for student and personnel safety.
- Allocates room and floor space to meet educational needs efficiently and effectively.
- Consults with the Business Administrator on general physical plant needs.
- Directs site facility managers on an "as required" basis.

8. Community Relations

- Effectively promotes the educational program of the school and seeks opportunities to enrich the program through community relationships.
- Determines and effectively implements various ways in which the school may contribute to wholesome community life.
- Cooperates effectively with community agencies to foster cultural and recreational values.
- Provides quality opportunities for the community to become acquainted with and/or involved in the school.
- Establishes positive communication with parents/citizens.
- Speaks well in front of large and small groups.
- Demonstrates effective command of written and oral language in dealing with staff, School Board members, and the public.
- Is a positive emissary for the District within the community. Perform other tasks and assume other responsibilities as assigned by supervisor(s).

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed annually by Superintendent in accordance with School Board policy.