

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

I. JOB TITLE
Elementary School Principal

II. CERTIFICATION/QUALIFICATIONS
Candidates must hold a valid 092 administrative certification. Qualified applicants will have a minimum of three years (five years preferred) of administrative experience. Elementary school experience is essential. The ideal candidate will have outstanding instructional leadership abilities and comprehensive knowledge of current elementary education practices. Proficiency in utilizing technology for data management and analysis is required. Candidates should exhibit excellent communication skills and engage effectively with all stakeholders, including school staff, families, and the broader community. The successful candidate will demonstrate a proven track record of fostering a positive school culture that enhances student achievement and promotes a collaborative professional learning environment focused on measurable outcomes.

Certified by the Connecticut State Department of Education as an Intermediate Administrator or Supervisor. (092 endorsement)

III. WORK YEAR
12 Months (248 working days)

IV. REPORTS TO
Chief Academic Officer

V. JOB GOALS

- A. To develop a school climate that will include a program to provide for the academic, physical, social, and emotional growth of all pupils and professional development of staff.
- B. Supervise the planning and implementation of the instruction program at the elementary level.
- C. Plan, budget for, and implement a program of operation and administration.
- D. Work cooperatively with Central Office, Curriculum Leaders, and other Principals and teachers in developing and implementing new or revised curricula.

- E. Provide leadership and be an agent of change.

VI.

MAJOR RESPONSIBILITIES

A. Administration

1. Serves on various system-wide committees and special selected study groups.
2. Plans, organizes, and conducts regular meetings of the elementary school staff.
3. Plans, organizes, and conducts regular building Planning and Placement Team meetings.
4. Assures the proper care and maintenance of the school plant and grounds.
5. Plans and administers pupil service programs such as instructional intervention, speech and language, and other special services.
6. Plans and administers the building's special education programs and monitors and oversees the program's effectiveness.
7. Initiates, reviews, and recommends all budget requests which relate to the building.
8. Plans, organizes, and executes the many schedules and district and building protocols necessary for the effective operation of the school.
9. Administers the necessary procedures for the health and safety of the children.
10. Maintains an effective procedure for attendance as mandated by the State of Connecticut and oversees procedures for the maintenance of records and other data.
11. Administers additional programs and special projects.
12. Plans cooperatively with the P.T.A. and other school related groups.

13. Develops and implements a school-based improvement plan, monitors its effectiveness, and is accountable for student performance results.
14. Provides leadership in effective school academic programming, including literacy and numeracy instruction.

B. Curriculum and Instruction

1. Works with the Chief Academic Officer, Curriculum Leaders, and teachers in the development and implementation of new and existing curriculum.
2. Provides means for keeping staff informed of development in subject matter, instructional methods, and materials.
3. Oversees School-based SRBI and EIP process
4. Encourages and assists teachers in planning, instruction, and assessment.
5. Provides adequate basic and supplementary instructional materials.
6. Maintains firsthand knowledge of the elementary curriculum and supervises its implementation.
7. Utilizes community resources to enrich the curriculum.
8. Takes an active role in the continuing evaluation of all curriculum areas.
9. Provides opportunities for the staff to discuss curriculum and instructional effectiveness and make meaningful plans for meeting pupil needs.

C. Personnel

1. Staff Development
 - a. Helps promote professional learning programs for the professional growth of staff.
 - b. Works with Human Resources, Chief Academic Officer, Curriculum Leaders, and teachers in interviewing and selection of staff.

- c. Makes decisions and recommendations in the utilization of staff members in the building in the most effective manner.
 - d. Works with staff for more effective testing, evaluation, and reporting of pupil progress and programs.
2. Supervision and Evaluation
- a. Conducts a planned program of supervision, which includes classroom observations with follow-up conferences and demonstration lessons by the principal and/or curriculum leaders or coordinators.
 - b. Supervises the student teacher and mentor program at the building level.
 - c. Conducts regular evaluations of all members of the school staff.
 - d. Helps non-tenured teachers attain tenure or be prepared to counsel them out of teaching.

VII. MISCELLANEOUS:

- 1. Performs whatever task is assigned by the Superintendent of Schools or other duly recognized authority.
- 2. Cooperates with colleagues.
- 3. Demonstrates through professional growth an interest in educational concerns.
- 4. Maintains the ethics of the profession.

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Revised 3/95
Revised 8/04
Revised 3/08
Revised 3/12
Revised 6/17
Revised 1/22
Revised 2/23
Revised 4/25