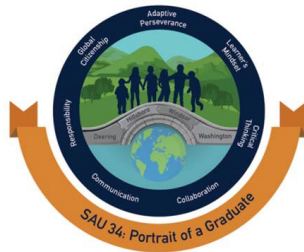


# Washington School District Job Description



## PRINCIPAL

**Title:** Principal, Washington Elementary School

### **Minimum Qualifications:**

1. A Masters degree with a major in Educational Administration.
2. Certified to practice as a school principal in New Hampshire.
3. Deep understanding of both literacy and math instructional best practices.
4. Working knowledge of Multi-Tiered System of Supports and its use to promote student success.

### **Desired Attributes:**

1. Five years of elementary school teaching and administrative experience.
2. Evidence of excellent communication skills with all members of the school community.
3. Thorough understanding of educational law and its implementation, particularly as pertains to special education and section 504.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Reports To:** Superintendent or designee

### **Supervises:**

1. All Washington Elementary School personnel.
2. Other resource and service personnel while assigned to Washington Elementary School.

### **SAU 34 Strategic Plan Priority Areas:**

#### **Student Success:**

- SAU 34 is committed to preparing students for success in postsecondary education and the workforce by providing every student with a high-quality education rooted in purpose, self-determination, meaningful relationships, and regular feedback.
- Students will develop critical academic skills and the key competencies outlined in our Portrait of a Graduate: adaptive perseverance, responsibility, a learner's mindset, global citizenship, communication, critical thinking, and collaboration.

#### **Culture:**

- SAU 34 fosters a responsive and high achieving culture by prioritizing a welcoming, positive environment, grounded in the tenets of the Portrait of a Graduate.
- This environment allows students and staff to feel physically, psychologically, and emotionally safe, supported, connected, and empowered with a strong sense of purpose.

#### **Learning Environments:**

- SAU #34's physical environment and resources for learning have a direct impact on student success and culture, reflecting the community's values.
- SAU #34 will provide and maintain future focused facilities that support high quality and diverse educational opportunities for every student.

**Job Goal:** The Washington Elementary School Principal will work in partnership with the members of the District Leadership Team to address the Priority Areas of the SAU 34 Strategic Plan in order to meet the unique needs of Washington Elementary School students.

### **Student Support and Wellness**

In collaboration with the Director of Student Support Services:

- **LEA Representative:** Serve as the Local Education Agency (LEA) representative in IEP and evaluation meetings, ensuring legal compliance and the implementation of Individualized Education Programs.
- **504 Coordination:** Oversee the development, implementation, and annual review of Section 504 accommodation plans to ensure equitable access for all students.
- **Wellness & Health:** Act as the building's Wellness Liaison, promoting social-emotional learning (SEL) initiatives and fostering a healthy school climate for students and staff by engaging families and the community in meaningful and mutually beneficial ways to promote each student's academic and social-emotional success and well-being.
- **Student Advocacy (Homelessness/Truancy):** Serve as the point of contact for McKinney-Vento (homelessness) services and manage truancy interventions, working closely with families to remove barriers to attendance and stability.

### **Instructional Leadership & Staff Development**

In collaboration with the Director of Curriculum, Instruction, and Assessment:

- **Curriculum Implementation:** Ensure the rigorous delivery of the district's core curriculum while monitoring student achievement data to inform instruction.
- **Staff Evaluation & Supervision:** Conduct formal and informal observations using the district-approved evaluation framework to provide actionable feedback and foster professional growth.
- **Professional Learning:** Lead the planning and execution of high-impact professional development tailored to elementary pedagogy and data-driven instruction.
- **Grants & Title I Management:** Administer building-level grant activities and serve as the Title I Coordinator, ensuring funds are used effectively to support early learners.

### **Operations & Resource Management**

In collaboration with the Business Manager:

- **Budgetary Oversight:** Develop and manage the annual building budget, ensuring that fiscal resources are aligned with the school's strategic goals and student needs.
- **Facilities & Safety:** Oversee the daily operations of the physical plant, coordinating with Facilities Committee and custodial staff to ensure a clean, safe, and welcoming learning environment. Serve as the primary lead for the building's safety team and emergency response protocols.
- **Technology Integration:** Manage the distribution and maintenance of classroom technology and digital learning tools in consultation with the H-D Director of Technology and the Director of Curriculum, Instruction, and Assessment.
- **Food Service:** Supervise school nutrition programs and daily cafeteria operations to ensure efficient meal service and a positive student experience.

**Performance Responsibilities based on the Professional Standards for Educational Leaders (PSEL) developed in 2015:**

1. **Mission, vision, and core values.**  
Effective educational leaders develop, advocate, and enact a shared mission and vision and shared core values of high-quality education and academic success and well-being of each student.
2. **Ethics and professional norms.**  
Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.
3. **Equity and cultural responsiveness.**  
Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
4. **Curriculum, instruction, and assessment.**  
Effective school leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. **Community of care and support for students.**  
Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. **Professional capacity of school personnel.**  
Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
7. **Professional community for teachers and staff.**  
Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.
8. **Meaningful engagement of families and community.**  
Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. **Operations and management.**  
Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.
10. **School Improvement.**  
Effective educational leaders act as agents of continuous improvement to promote each student's academic success and well-being.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 50 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment.

**Evaluation:** Annual

**Contract:** 260 days (Full-Time, Year-Round), administrative benefits package, salary commensurate with experience and credentials.

Approved: JLC 12-30-2025