Job Description
Elementary School Principal

Revision Date: September 19, 2023
Implementation Date: September 19, 2023
Approval Date: September 22, 2023
Location: Elementary Schools (various)
Reports to: Assistant Superintendent of Teaching and Learning

Theory of Action for Middletown Public Schools:
If Middletown believes that every student has the right to quality, student-centered education, THEN adults will cultivate creative, accessible, and innovative structures and opportunities with students, AND every student will demonstrate personalized growth and achieve at high levels to thrive in life.

Broad Function:
Under the direction of the Superintendent of Schools, the Elementary Principal manages the daily operations and educational programs of the elementary school. Additionally, the Principal is responsible for creating and maintaining a safe space where children can thrive and reach their maximum potential, educationally, and socially. The Principal is responsible for evaluating and supervising teachers and other staff, incorporating District curriculum methodologies, and evaluating and pursuing related programs.

Responsibilities and Duties:
- Articulates a vision for the academic and social achievement of a diverse student body.
- Effectively communicates the school and district goals to a variety of constituencies, including, but not limited to students, staff, parents, members of the public, etc.
- Collaborates with staff and parents to sustain a vibrant school community,
in accordance with the District strategic operating plan.

- Directs special programs to best meet the needs of students. Takes action to advocate for, and implement plans as needed.
- Develops and monitors all school resources, including the school budget and grant facilitation.
- Takes action, and communicates changing needs to central office to advance building needs.
- Plans, organizes, administers, manages and coordinates all education programs of an elementary school.
- Develops and evaluates the performance of staff.
- Provides feedback on performance and arranges for corrective assistance when necessary.
- Provides work assignments to staff and directs their activities.
- Mobilizes the appropriate staff in creating an appropriate instructional and learning environment.
- Works with faculty and staff to identify staff development needs; then, plans, organizes and facilitates programs to improve effectiveness consistent with organizational goals and needs.
- With an equity lens, promotes and cultivates a school climate that values student voice and designs authentic student learning experiences.
- Contributes to, and implements District Improvement and School Improvement Plans.
- Leads data teams.
- Assists in the development, revision, and evaluation of the curriculum consistent with the District curriculum frameworks.
- Participates and maintains an effective and culturally responsive learning environment among the entire school community.
- Serves as an instructional leader for the school and drives teaching and learning designed to meet elementary school student needs in order to create continuous improvement and equitable academic and social-emotional outcomes for all students.
- Supports systems for promoting positive behavior and tiered intervention to meet the academic and social emotional needs of a diverse student body; maintains high expectations and motivation for all students to engage in continuous learning and development.
- Initiates, facilitates, designs and implements programs and scheduling to meet student needs.
- Acts as a liaison between the school and the local community encouraging the community to participate in the educational process as part of the overall school life.
- Develops a program of public relations in order to further the community's understanding and support of educational programs.
• Plans and facilitates staff orientation and has responsibility for building professional development programs.
• Oversees the evaluation of teacher performance through the Middletown Public Schools TEVAL System.
• Together with central office staff, coordinates and supervises support functions such as maintenance, security, food services, recreational programs, library activities and financial/budgeting and accounting functions, etc.
• Serves as the Co-Chairperson of the School Council.
• Develops and oversees procedures for the continual assessment of student achievement, including all aspects of the Connecticut learning standards.
• Performs other such duties as may be assigned by the Superintendent of Schools or the Assistant Superintendent of Schools.

Qualifications and Experience:

• CT certified for Intermediate Administrator and Supervisor (092).
• Prior experience as an Administrator required.
• Five (5) years of successful teaching experience required.
• Leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff, and students.
• Strong communication and interpersonal skills.
• Knowledge of pedagogy for development of curriculum & assessment that supports students individualized learning goals.
• Strong and collaborative leadership with an honest, transparent, and inclusive style that supports high student outcomes and educational excellence.
• Extensive instructional experience in an elementary school setting and demonstrate the ability to be culturally responsive.
• Demonstrated equitable leadership practices that impact instruction, culture, and climate.
• Well versed in data driven decision making.
• Strong skills in use of technology for data management and analysis.
• A passion for public education and an ability to embrace the opportunities and challenges of educating a diverse population.
• An outstanding and visible communicator who welcomes interaction with all members of the school community and community at large.
• An ability to foster a positive culture that contributes to the success of all students and cultivates a professional learning community focused on outcomes.

Salary & Compensation:

• Salary Range and benefits per the MSAA contract
**Physical and Mental Demands / Work Environment:**

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in the office or work site(s) required.
- Ability to sit or stand for long periods of time required.
- Ability to lift or carry objects less than thirty (30) pounds required.
- Ability to perform manipulative skills such as writing and typing required.
- Ability to see and read objects closely, such as wiring, labels on equipment, reading/prooﬁreading a report, using a computer monitor, ﬁling and/or retrieving information from a ﬁling system and verifying the accuracy of ﬁnancial information required.
- Ability to hear normal sounds with background noise, as in using a telephone or radio, distinguish verbal communication and communicate through speech, including using a radio required.
- Ability to learn and acquire an understanding of new information, methodologies and techniques and how they apply to school goals and operations required.
- Memory adequate to perform tasks/assignments given over long periods of time required.
- Ability to concentrate on a task for more than 60 minutes required.

**Disclaimers:**

- The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification. This job description reﬂects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Connecticut requires that any person (teachers, administrators, special service staff members, teachers’ aides, custodians, cafeteria employees, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of ﬁngerprints by the State Police Bureau of Identiﬁcation and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district
receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Certification and Professional Development.

**STATEMENT OF NON-DISCRIMINATION**

The Middletown Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies. All educational programs and offerings, including vocational education and extracurricular activities, subscribe to this policy. Dr. Jada Waters, Director of Diversity, Equity, and Inclusion, has been designated to handle inquiries regarding the district non-discrimination policies and may be reached at 372 Hunting Hill Avenue, Middletown, CT 06457; phone (860) 638-1469; email watersj@mpsct.org. Middletown Public Schools is an equal opportunity employer (EOE).