



POSITION TITLE:	Principal
REPORTS TO:	Assistant Superintendent
SUPERVISES:	Building-level staff
COORDINATES WITH:	Superintendent, Assistant Superintendents, Chief Operating Officer, Director of ELL/Student Services, and other district administrators
WORK YEAR:	Full Year

OVERALL RESPONSIBILITIES:

The principal serves as chief administrator for the school, and is responsible for implementing and managing the policies, standards, requirements and procedures of the district and the state of New Hampshire. The principal works collaboratively with all members of the school staff to establish safe, positive environments conducive to learning, and communicates effectively with parents and members of the community. The principal also serves as the educational leader for the school, establishing and implementing an educational vision to support continuous improvement in teaching and educational outcomes for students.

QUALIFICATIONS:

1. Master's degree in education or related field.
2. Certification or eligibility for certification as a principal in New Hampshire.
3. Extensive knowledge of elementary or secondary curriculum.
4. Demonstrated educational leadership conducive to a positive learning environment for students and staff.
5. Minimum of five years of classroom teaching experience and additional school administrative experience.

RESPONSIBILITIES:

1. Assumes responsibility for the supervision of programs and improvement of instruction within the school.
2. Promotes curriculum improvement and ensures that approved programs of study and courses are properly implemented.
3. Observes and evaluates the performance of staff, assuring each staff member is aware of his or her level of performance. Makes recommendations relative to annual renewals of staff.
4. Engages in recruiting, interviewing, and referral of job candidates.

5. Assumes overall responsibility for student and staff assignments and schedules.
6. Assumes responsibility for security and pupil safety within the building; develops procedures designed to protect and enhance safety of student and staff and to promote the security of property and equipment.
7. Works with and directs building custodial/janitorial staff to promote a clean and well-maintained building and to implement energy conservation measures.
8. Promotes effective and consistent discipline and a safe, positive teaching/learning environment within the school. Takes appropriate follow-up action as needed.
9. Assumes responsibility for initiating budget requests for the school and for the receipt, care and inventory of equipment, furniture, and supplies made available to the school.
10. Coordinates the school's extra-curricular and extra-class programs.
11. Maintains positive relations with parents and parent groups; interprets the goals, objectives and programs of the school to parents and to the community.
12. Organizes and leads staff meetings and in-service activities for staff; delegates leadership of staff meetings to other staff when appropriate.
13. Represents the school to external groups (i.e. accreditation agencies, N.H. State Department of Education) as may be desirable or required.
14. Ensures there is substitute coverage in all classrooms.
15. Supervises preparation and maintenance of attendance and other records required by central administration, the Board of Education, or by the State; submits required reports on a timely basis.
16. Participates on system-wide committees, and supports district-level initiatives.
17. Communicates and implements Board of Education and central office policies and procedures to staff; represents staff concerns and needs affecting the operation of school to the central administration.
18. Performs other related duties as assigned by his/her immediate supervisor.

PHYSICAL REQUIREMENTS (BASED ON ADA REQUIREMENTS):

Physically performs sedentary work exerting up to 20 pounds of force infrequently, up to 10 pounds occasionally and/or a negligible amount of force frequently to lift carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but will include walking or standing for brief periods of time. Occasionally reach above shoulders, kneel and bend. Mental demands requiring decision making, analytical and organizational skills in order to achieve work objectives, draw daily operational conclusions, solve practical problems, use computer technology and to present information for use by administration in making decisions.

EXPECTATIONS:

1. Ability to work cooperatively and as a team player in all professional associations.
2. Perform all responsibilities in accordance with District POPPS policies and in an ethical and professional manner.

CERTIFICATION REQUIREMENTS:

See Ed 506.04 Principal Instructional Leader.

Approved by Board of Education: May 31, 2016