

## Job Description

**Position Title:** High School Principal

**Classification:** Exempt

**Reports To:** Superintendent of Schools

### General Purpose:

The principal will establish and maintain a positive and engaging educational environment in which all students will learn and all staff will work cooperatively toward common goals and the strategic vision, with high expectations, to maximize student learning. He/she will maintain this high standard in all areas and assess progress toward continued improvement.

### Main Job Tasks and Responsibilities

The responsibilities of the principalship fall within five major areas:

1. Educational Leadership
2. Communication
3. School, Parent and Community Relations
4. Engagement with Students
5. Effective Management Practices

#### 1. **Educational Leadership:**

*The principal will:*

- Demonstrate ethical and professional standards;
- Facilitate a model of shared leadership at the school site;
- Provide learner-centered leadership for staff and students;
- Oversee the daily operations to meet building and student goals;
- Understand the dynamics of change and the change process;
- Demonstrate and allow for creativity;
- Work to hire and retain high-quality staff and provide appropriate supervision that will ensure professional growth;
- Develop and follow a personal professional growth plan; and
- Monitor student learning.

*The principal will work with staff to:*

- Set high expectations for students and staff;
- Use multiple sources of data to develop a plan for the improvement of student achievement;
- Provide appropriate educational opportunities for all students;

- Work with the Curriculum Coordinator to implement staff development opportunities for all staff members;
- Maintain accreditation through the New England Association of Schools and Colleges (NEASC).

## **2. Communication:**

*The principal will:*

- Communicate to appropriate audiences in an effective and timely manner using a variety of methods;
- Develop and maintain an atmosphere of openness, confidentiality and trust;
- Be clear and concise in written and oral language, using correct grammar/spelling and language understandable to all stakeholders;
- Adapt communication style to meet the needs of the audience;
- Demonstrate a spirit of collaboration in problem-solving and decision-making; and
- Use humor appropriately.

## **3. School/Parent/Community Relations:**

*The principal will:*

- Maintain a positive school climate and school morale;
- Model shared leadership and decision-making strategies;
- Exemplify a positive relationship among the school, parents and community;
- Engage the community to build greater ownership for the work of the school;
- Encourage and develop parent/guardian involvement/partnerships; and
- Deal effectively with the media.

## **4. Interaction with Students:**

*The principal will:*

- Develop and implement a positive and effective student management system;
- Maintain a safe and healthful learning environment for all students;
- Create and foster a community of learners; and
- Work to see that the needs of all students are being met, (including enrichment, remediation, special education).

## 5. **Effective Management Practices:**

*The principal will:*

- Prioritize issues that arise on a daily basis;
- Develop and implement effective student discipline plans;
- Develop and implement building emergency plans;
- Work with the district and building staff to develop building budgets for the effective use of resources;
- Develop plans for securing and allocating financial and human resources and assure that resources are used to meet high standards.

### **Minimum Qualifications**

- Principal Certification or eligible for (040)
- A minimum of five years of successful teaching experience (*preferred, but not required*);
- Experience as a building administrator (*preferred, but not required*);
- Successful background, criminal records, fingerprinting and reference check

### **Required Knowledge, Abilities and Skills**

- Demonstrated ability to work effectively with students, parents and staff;
- Excellent skills in human relations; i.e. conferencing, listening, team building;
- Excellent verbal and written communication skills;
- Knowledge of principles of school finance;
- Demonstrated ability to engage in both short and long-range planning involving students, staff and parents;
- Demonstrated ability to delegate duties for the effective operation of the school;
- Demonstrated knowledge of school law;
- Knowledge of needs regarding facilities, equipment and materials;
- Knowledgeable of current educational research; and
- Demonstrated skill in use of data for assessment, planning and improvement purposes.

### **Physical Demands**

The physical demands 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.

- The employee frequently is required to stand, walk, sit, climb stairs, stoop, kneel, and crouch.
- The employee must occasionally lift and/or move up to 30 pounds.
- There may be physical demands based on physical, emotional and cognitive needs of particular children

*The responsibilities outlined above cannot totally encompass or define all tasks which may be required by this position. The outline of responsibilities given above may, therefore, vary from time to time without changing the level of responsibility.*

*Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor.*