

## Middle School Principal

### Qualifications

1. Certified or certifiable by the NH Dept. of Education.
2. Five year minimum in education, two of which must be in administration.
3. Continuing education requirements fulfilled annually.

### Reports to:

The principal is the chief administrator of the building under the direct supervision of the Superintendent.

### Supervises:

In this capacity, the principal supervises the employees of his/her building: both faculty and support staff and also any resource or service personnel while functioning within the building.

### Job Goal:

As the educational leader, the principal provides effective administrative direction to the faculty for the continual evaluation, development and improvement of the school's educational program within the districts operational philosophy of education. The principal will ensure that the richest educational experience the district can provide is made available to each student.

### Performance Responsibilities

1. Directly supervises and evaluates:
  - A. Assistant Principal
  - B. Curriculum Directors
  - C. Certified Staff
  - D. Support Staff
2. Cooperatively Supervises
  - A. Head Custodian
  - B. Extra Curricular Activities personnel
  - C. Aides
  - D. Students
  - E. Personnel and/or programs
3. Ensures that subordinates supervise and evaluate personnel directly responsible to them in a manner that guarantees that all employees are adequately supervised and evaluated.

### *Curriculum and Instruction*

1. Responsible for the decisive leadership in the improvement of the total educational program within the school community.
2. Assists in the development, revision and evaluation of curriculum.
3. Keeps abreast of trends, developments and research as they pertain to curriculum, instruction and school operation.

4. The principal will visit classrooms, confer with teachers, and give leadership in curriculum improvement and assist in the selection and use of instructional materials.
5. Assist cooperatively in the implementation of the school curriculum as developed by the Raymond School District and approved by the Raymond School Board.

#### *Staff Personnel*

1. Assists in the recruiting, screening, hiring, termination, evaluation, assigning and training of school staff according to established procedures.
2. Responsible for planning programs, schedules and in-service days.
3. Responsible for identifying staff and class section needs.
4. Conduct staff meetings to keep members informed of policy, administrative detail, proposed new programs and items pertinent to the general welfare.

#### *Student Responsibilities*

1. Implements established guidelines for student conduct as directed by the superintendent, school board policies and NH laws.
2. Directs the activities and behavior of students through the faculty and staff.
3. Supervises the maintenance of accurate records in regards to: grades, conduct, progress, attendance and health care of students.

#### *Finance and Business Management*

1. Responsible for the recording and maintaining of accurate records as required by local, state and federal officials.
2. Responsible for the school's total needs in planning the budget, requisitioning equipment and expenditures of funds generated by all accounts and activities.
3. Prepares and submits the schools budgetary requests.

#### *School Building and Equipment*

1. Cooperatively assists in the supervision and maintenance of: building, grounds and equipment.
2. Conserves, maintains, and enforces proper use of the school plant facilities, educational materials and supplies by the faculty and support staff.

#### *School and Community Relations*

1. Recognizes accomplishments and achievements of students and staff.
2. Maintains cooperative liaison with other schools in the district.
3. Enlists the participation of the community in school activities.
4. Arranges for special conferences between parents, community members, teachers, and students.
5. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.

#### *Professional Growth*

1. Develops innovative ideas and concepts regarding professional growth of personnel.
2. Devises cooperatively realistic plans and programs that may be adopted and implemented to execute those ideas.

#### *Support Services*

1. Assists in the implementation of supportive services in meeting the needs of students and staff.
2. Assist cooperatively in LEA, state and federally required research.

3. Directs, coordinates and implements special programs to enhance individual development.

*Safety*

1. Assist the proper authorities in planning and supervising fire drills, bus evacuation drills and any emergency preparedness programs.

*Administrative/District Responsibilities*

1. Serves on the superintendent administrative leadership team.
2. Conducts staff meetings to keep members informed of policy, administrative details, proposed new programs and items pertinent to the general welfare.
3. Prepares and supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
4. Keeps the superintendent informed of the school's activities and concerns.
5. Delegates authority to appropriate personnel to assume responsibilities for the school in the absence of the principal.
6. Implements school board policies and administrative regulations.
7. Ensures proper assignment of staff, faculty, aides, and certified and non-certified personnel.
8. Performs such other duties as may be assigned by the Superintendent of Schools.

*Evaluations*

Evaluate annually by Superintendent

*Terms of Employment*

1. 260 Days
2. Salary and work year to be determined by the school board.

Evaluated annually by the Superintendent

Adopted: August 17, 1995

Revised: August 16, 2001

Revised: December 5, 2002