

# Elementary School Principal

## Qualifications:

1. Certified or certifiable as a principal by the New Hampshire Department of Education
2. Must have at least five years in education, two years of which must be as an administrator

## Reports to:

Superintendent of Schools

## Supervises:

- Directly supervises and evaluates:
  - a. Assistant Principal
  - b. Professional Staff
  - c. Paraprofessional Staff
- Jointly Supervises:
  - a. Lunch Program Manager
  - b. Head Custodian

## Job Goal:

As the educational leader of Lamprey River Elementary School, the principal ensures that each student has a high quality teaching – learning experience.

Specific on-going goals include:

1. To provide direction to the faculty for the continual evaluation, developmental and improvement of the school's educational program.
2. To create and maintain an effective learning environment.
3. To develop an instructional program at the school that meets the highest academic standards and goals of the district and is developmentally appropriate to the needs of its students.
4. To implement school board and administrative policies.
5. To continue the improvement of educational opportunities.
6. To promote an atmosphere conducive to learning.

## Performance Responsibilities:

### GENERAL PERFORMANCE RESPONSIBILITIES:

1. Demonstrates a balance between a strong leadership role and maximum autonomy for school staff
2. Conveys high expectations for students and staff
3. Supervises the school, its entire staff, and its instructional programs
4. Implements policies and administrative regulations

### SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Directs and coordinates, with the Curriculum Coordinators, the ongoing review, revision, and development of the district curriculum
2. Collects, analyzes, and uses data to inform decision making throughout the improvement process
3. Oversees the SPED program for elementary students
4. Oversees the use of technology at the building level
5. Assures that parents/guardians are informed regarding student progress

6. Communicates with and involves the community in school programs and activities
7. Provides guidance in the selection and use of text books and other teaching materials
8. materials
9. Assumes responsibility for professional growth and development through activities such as membership and participation in professional organizations, attendance at regional, state, and national meetings and enrollment in advanced courses.
10. Plans and executes fire drills and other emergency safety procedures
11. Establishes, with staff, behavior management procedures
12. Prepares reports, maintains records and other paper work as requested by central office administration and required by school board policy
13. Assists central administration in the preparation of the annual budget
14. Supervises, at the building level, the expenditure of funds
15. Supervises, at the building level, the use of various local funds generated by student, parent, or service group activities
16. Conducts staff meetings on a regular basis
17. Attends meetings as required
18. Communicates building issues to central administration
19. Performs other duties as assigned by the Superintendent of Schools

Term of Employment: 260 Days

Evaluated annually by Superintendent of Schools

Revised: August 16, 2001

February 2002

Reviewed: December 5, 2002