

**School Administrative Unit #33  
Job Description**

**TITLE: Elementary School Principal**

**REPORTS TO:** Superintendent

**EVALUATION:** Superintendent

**SUPERVISES:** All School Personnel, including faculty, support staff, resource and service contractors (in collaboration with Department Directors)

**GENERAL SUMMARY:** 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 district's operational philosophy of education. The principal will ensure that the richest educational experience the district can provide is made available to each student.

Under the direction of the Superintendent of Schools, the Principal serves as lead 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. This position works collaboratively with all members of the school staff and SAU to establish a safe and positive environment conducive to learning. He/she communicates effectively with parents and members of the community.

**QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):**

- Master's degree from an accredited college or university
- Certified or certifiable by the State of New Hampshire Department of Education as a Principal
- Five years of teaching experience
- Three (3) to five (5) years school administrative experience, leadership role
- Regular and predictable attendance is essential.

**ESSENTIAL JOB FUNCTIONS:**

Performance Responsibilities

1. Directly supervises and evaluates:
  - A. Assistant Principal
  - B. Certified Staff
  - C. Support Staff
2. Cooperatively Supervises
  - A. Head Custodian
  - B. Extra Curricular Activities personnel
  - C. Aides
  - D. Students
  - E. Personnel and/or programs
  - F. Resource and Service Contractors
3. Will meet and adhere to all timelines and procedures associated with the Educator Effectiveness protocols.
4. Ensures that subordinates supervise and evaluate personnel directly responsible to them in a manner that guarantees that all employees are adequately supervised and evaluated.

5. Prepares and supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
6. Works collaboratively with the SAU administration and districtwide directors.
7. Serves on the superintendent administrative leadership team.
8. Implements school board policies and administrative regulations.

#### 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. Assists in the implementation and oversight of professional development for the building.
4. Keeps abreast of trends, developments and research as they pertain to curriculum, instruction and school operation.
5. The principal will visit classrooms, confer with teachers, and give leadership in curriculum improvement and assist in the selection and use of instructional materials.
6. 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 Management and Supervision

1. Assists in the recruiting, screening, hiring, orientation, 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.
5. Ensures proper assignment of staff, faculty, aides, and certified and non-certified personnel.
6. Actively seeks to recognize the accomplishments, and the achievements of staff.

#### Student Management and Supervision

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 school's 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.
2. Administrative/District Responsibilities regarding safety protocols.
3. Conducts staff meetings to keep members informed of all safety policies, administrative details related to safety, proposed new safety programs and items pertinent to the general welfare.
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.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs such other duties as may be assigned by the Superintendent of Schools.

**PHYSICAL ACTIVITY REQUIREMENTS**

<b>Lift</b> up to 10 lb.	N	R	<b><u>O</u></b>	F	C
<b>Lift</b> 11 to 25 lb.	N	R	<b><u>O</u></b>	F	C
<b>Lift</b> 26 to 50 lb.	N	<b><u>R</u></b>	O	F	C
<b>Lift</b> over 50 lb.	<b><u>N</u></b>	R	O	F	C
<b>Carry</b> up to 10 lb.	N	R	<b><u>O</u></b>	F	C
<b>Carry</b> 11 to 25 lb.	N	R	<b><u>O</u></b>	F	C
<b>Carry</b> 26 to 50 lb.	N	<b><u>R</u></b>	O	F	C
<b>Carry</b> over 50 lb.	<b><u>N</u></b>	R	O	F	C

<b>Twisting</b>	N	R	<b><u>O</u></b>	F	C
<b>Bending</b>	N	R	<b><u>O</u></b>	F	C
<b>Crawling</b>	<b><u>N</u></b>	R	O	F	C
<b>Squatting</b>	N	R	<b><u>O</u></b>	F	C
<b>Kneeling</b>	N	R	<b><u>O</u></b>	F	C
<b>Crouching</b>	N	R	<b><u>O</u></b>	F	C
<b>Climbing</b>	<b><u>N</u></b>	<b><u>R</u></b>	O	F	C
<b>Balancing</b>	N	<b><u>R</u></b>	O	F	C

**Work Surface(s)**

<b>Reach</b> above shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Reach</b> at shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Reach</b> below shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Push/Pull</b>	N	R	<b><u>O</u></b>	F	C

<b>KEY</b>
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

**Hand Manipulation**

<b>Grasping</b>	N	R	O	<b><u>F</u></b>	C
<b>Handling</b>	N	R	O	<b><u>F</u></b>	C
<b>Torquing</b>	N	R	<b><u>O</u></b>	F	C
<b>Fingering</b>	N	R	O	<b><u>F</u></b>	C

**Controls and Equipment:**

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

**During an 8 hour day, employee is required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
<b>Sit</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
<b>Stand</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
<b>Walk</b>	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

**Cognitive And Sensory Requirements:**

- Talking: Necessary for communicating with others
- Hearing: Necessary for receiving instructions and queries
- Sight: Necessary for doing job effectively and correctly
- Tasting & Smelling: Not required

**Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description** (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

**Summary Of Occupational Exposures:**(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids, copier toner, disinfectants, lubricants, paints and solvents. Usually quiet to moderate noise.

**Other Items to consider**

Environment: Inside: 95% Outside: 5%

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and an employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification:Full-time, Year Round; Exempt; Salary determined by the School Board

Adopted:

Revised:

Revised: