

**School Administrative Unit #33
Job Description**

TITLE: School Principal

REPORTS TO: Superintendent of Schools

EVALUATION: In accord with Raymond School District Policy CFB (Building Principal Evaluation) and the Raymond School District Educator Effectiveness Plan.

SUPERVISES:

Assistant Principal
Professional Staff
Paraprofessional Staff

JOINTLY SUPERVISES:

Lunch Program Manager
Head Custodian
Special Education Coordinator
Extracurricular Activities Personnel

SUPERVISION SUMMARY: 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. He or she ensures that subordinates supervise and evaluate personnel directly responsible to them in a manner that guarantees that all employees are adequately supervised and evaluated.

GENERAL SUMMARY: As the educational leader of the school, 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 that the District can provide is made available to each student, and that an atmosphere conducive to learning is promoted within the school at all times. The principal must be a self-reflective educator who exemplifies ethical leadership and who strives to improve his or her performance in relation to the School Administrative Unit 33 Building Level Administrator Evaluation Frameworks.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Certified or certifiable as a principal by the New Hampshire Department of Education.
- A minimum of five years of professional experience in the field of education, two years of which must be in an administrative role.
- A graduate degree in Educational Administration or a closely related field.
- Demonstrated success as a leader.

ESSENTIAL JOB FUNCTIONS:

- Establish and oversee school procedures, routines and strategies that ensure the safety of all students
- Oversees the operation of the school, all school programs, and all school-sponsored activities
- Balances strong leadership with the need for teacher/staff autonomy
- Conveys high expectation for students and staff
- Recognizes the accomplishments and achievements of students and staff
- Implements and promotes School Board Policies and administrative procedures
- Oversees the successful implementation of District Curricula
- Coordinates with the Curriculum Coordinator to lead the ongoing review, revision, and development of the District curriculum and curriculum based materials
- Spearheads the effective collection, analysis, and actionable use of data to strengthen educational programs throughout the school
- Identifies needs within the school and works to develop, promote or carry out solutions to identified problems or needs
- Assures that parents/guardians are sufficiently informed regarding student progress
- Communicates with the community and looks for ways to engage them in school programs and activities
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs
- In collaboration with staff, establish and maintain developmentally appropriate behavior management and discipline procedures
- Carries out emergency drills and plans in accord with Board Policy, regulations and District Emergency Operations Plans
- Supervises, at the school level, the appropriate expenditure of funds in accord with budget constraints
- Ensures the effective and efficient use of resources within the school including, but not limited to, technology and other education equipment or materials
- Conduct staff meetings on a regular basis; communicate frequently with staff members regarding expectations, emerging issues and upcoming events or changes
- Using established protocols and procedures, recruit, hire, and seek to retain high caliber employees for all positions within the school
- Ensure that all employees in the school are evaluated in a manner that is fair, accurate and in accord with established District procedures
- Delegates authority to appropriate personnel to assume responsibilities for the school in the absence of the principal
- Responsible for class size and/or section analysis for the purpose of determining staffing needs
- Oversees the appropriate development of the school's master schedule and the assignment of teachers and other employees in relation to that schedule and/or student needs
- Administer over the school in accord with Raymond School District Policies CF (School Building Administration), CFA (School Principals/Administrators) and CFA-R (Duties of the Principals).

OTHER DUTIES AND RESPONSIBILITIES:

- Collaborate with key leaders and employees across the District to further the District's vision and the goals of the Strategic Plan for the Raymond School District
- Communicates school issues to central office administrators

- Prepares reports or presentations and maintains records as required by School Board Policy, regulations and the directives of central office administrators
- Collaborates with key leaders in the District to prioritize needs during the budget development process
- Performs other related duties as assigned by the Superintendent of Schools

TERMS OF EMPLOYMENT: Year-round: 260 days

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	<u>O</u>	F	C	Twisting	N	R	<u>O</u>	F	C
Lift 11 to 25 lb.	N	R	<u>O</u>	F	C	Bending	N	R	<u>O</u>	F	C
Lift 26 to 50 lb.	N	<u>R</u>	O	F	C	Crawling	<u>N</u>	R	O	F	C
Lift over 50 lb.	<u>N</u>	R	O	F	C	Squatting	N	R	<u>O</u>	F	C
Carry up to 10 lb.	N	R	<u>O</u>	F	C	Kneeling	N	R	<u>O</u>	F	C
Carry 11 to 25 lb.	N	R	<u>O</u>	F	C	Crouching	N	R	<u>O</u>	F	C
Carry 26 to 50 lb.	N	<u>R</u>	O	F	C	Climbing	N	<u>R</u>	<u>O</u>	F	C
Carry over 50 lb.	<u>N</u>	R	O	F	C	Balancing	N	<u>R</u>	O	F	C

Work Surface(s)

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

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	<u>F</u>	C
Handling	N	R	O	<u>F</u>	C
Torquing	N	R	<u>O</u>	F	C
Fingering	N	R	O	<u>F</u>	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>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Walk	<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 and copier toner

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 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:

Adopted:

Revised:

Revised: