

Job Title: **PRINCIPAL**

Qualifications: Three years teaching experience. Master's Degree in educational administration or related field. Possession of or eligible for certification as a school principal in New Hampshire, or other alternatives to the above qualifications as the Board may deem appropriate and acceptable.

Reports to: Superintendent of School

Supervises: All personnel in grades levels PK-8

Job Goal: To use leadership supervisory and administrative skills to promote the educational development of each student, and to make the school facility an attractive, pleasant and productive place in which to work and learn.

Type of Position: 12 Month **Salary:** approved by SAU #94 Board

Hours per week: Exempt **Length Contract:** approved by SAU #94 Board

Performance Responsibilities:

- Creates a school climate where the core belief is that every student can and will learn and succeed for the purpose of enabling all students to develop the competence, critical thinking, social, and civic skills to reach their highest potential.
- Communicates the belief that adults are responsible for ensuring that all students achieve academically for the purpose of aligning staff and assigning responsibility for student learning.
- Assesses student learning and uses data to guide and modify instruction for the purpose of ensuring student achievement.
- In collaboration with the superintendent, establish a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.
- In collaboration with the superintendent, oversee the District's staff development program.
- Reviews and approves orders for classroom curriculum.
- In collaboration with the superintendent, assists staff in developing protocols and tools for evaluating and communicating student learning progress.
- Recommends the hiring of certified and non-certified staff (e.g. teachers, Para educators, secretaries, etc.) for the purpose of creating a positive learning environment and maximizing student achievements.
- Supervises school personnel for the purpose of maximizing student learning, monitoring performance, and providing for professional growth and achieving Winchester School District goals and objectives.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved, performance is maximized, staffing ratios are appropriate to district needs and standards, and student achievement is maintained and enhanced.
- Creates, maintains and promotes an optimal learning environment as well as a safe, positive student learning environment for the purpose of maximizing student learning.
- Creates and maintains a school climate that encourages and respects diversity for the purpose of preparing students to succeed in a heterogeneous society and a multi-cultural world.
- Coordinates with Keene High School for the purpose of ensuring a smooth transition for students and to facilitate communications about curriculum and students' progress.
- Attends school based meetings (e.g., school administrative team, student advisory, curriculum, safety, staff meetings, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and state objectives.
- Delegate's responsibility as applicable for a variety of administrative functions including but not limited to assistant principal, athletics director, guidance counselor, and other personnel for the purpose of managing the workload more efficiently.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. District policies and procedures as well as state and federal laws) for the purpose of providing direction and compliance with state and federal mandates.

- Manages school staffing for the purpose of maintaining safe and efficient school operations within district guidelines.
- Works with the Director of Facilities regarding custodial maintenance and building maintenance.
- Attends school board and other meetings as directed by the Superintendent of schools.
- Keeps current with changes in legislation, policy, and technical guidance relating to curriculum and assessment.
- Assists staff with interpreting and communicating assessment results.
- Provides information to parents and families related to assessment.
- In collaboration with the superintendent, research education practices for the purpose of increasing student achievement.
- In collaboration with the superintendent, plans and implements in-district professional development events and opportunities related to curriculum, instruction, and assessment.
- In collaboration with the superintendent, facilitates committees related to professional development, grading and/or other curriculum topics and district objectives.
- Seeks and provides assistance, advice and guidance as necessary from the superintendent.
- Keeps abreast of developments in techniques and content in the professional literature relating to administration.
- Takes advantage of appropriate courses, in-service training, and conferences to enhance administrative skills.
- Committed to ongoing reflection and self-improvement.
- Performs such other tasks as may be assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated annually in writing by the Superintendent.

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 Carpet/tile floors
 REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk

 Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
 Handling: Frequently required
 Torquing: Occasionally
 Fingering: Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment, which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List: