

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Principal (PK-8)
Location: Maple Run
Job Group: Administrator
Reports To: Superintendent

Summary: Under the supervision of the Superintendent, serves as the chief administrator for the school and is responsible for the general operation of the school, the development and delivery of an effective educational program, and all other activities that impact and support the educational programs. Ensures that programs are conducted in accordance with local, state, and federal laws; local and state policy, regulations, and procedures; and the directives of the Central Office.

Essential Duties and Responsibilities: *The duties, responsibilities, and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents/guardians, staff, administration, and the Board of School Directors.*

1. Responsible for the development, planning, and implementation of the school curriculum, instructional and assessment programs.
 - a. Aligns the school educational philosophy with the district's mission and goals. Collaborates with the Central Office and Maple Run schools to formulate and deliver progressive, comprehensive, and cohesive PreK-12 educational programs.
 - b. Serves as the instructional leader and facilitates the growth of instructional leaders across the school: ensures implementation, and monitors for alignment of PreK-12 curriculum.
 - c. Supervises the selection and evaluation of instructional materials in consultation with school staff and/or the Superintendent/Assistant Superintendent, as appropriate.
 - d. Advises the Superintendent on the need for new or revised policies.
2. Ensures the appropriate and timely implementation of federal and state programs:
 - a. Prepares a building-level budget for special education and Titles I, II, V, and VI in consultation with the Superintendent, Business Manager, other Central Office Administrators, and teacher leaders.
 - b. In consultation with the Central Office, develops, operates, and evaluates building-level categorical grants and special projects.
3. Ensures the proper staffing, training, assignment of duties, and evaluation of building personnel:
 - a. In concert with the Central Office, is responsible for recruiting, screening, and hiring of qualified applicants for professional, staff, and substitute positions. Recommends candidates for hire to the Superintendent, as appropriate.
 - b. Works with the Central Office to ensure compliance with all state and federal laws, regulations, and statutes as it relates to employment.
 - c. Responsible for planning programs, schedules, and assignment of teachers' and other employee duties.
 - d. Responsible for the timely and proper evaluation of all staff in the building.
 - e. Responsible for professional non-renewal and/or dismissal processes in consultation with the Superintendent/designee.
 - f. Recommends to the Superintendent/Board the personnel needed for the operation of the school.
 - g. Assigns appropriate responsibilities to the administrative and supervisory staff.
 - h. Supervises and directs all personnel assigned to the building and their activities
 - i. Ensures the safe and orderly operation of the school and fosters a positive school climate.

4. Interacts with students in a constructive, proactive, supportive manner to encourage individuals to perform at their highest level:
 - a. Establishes and implements guidelines for student conduct. Addresses concerns in a timely and appropriate manner consistent with school policy.
 - b. Leads processes that assure students' attendance, achievement, growth, and development, including but not limited to: student evaluation, reporting, standardized testing maintenance, and transfer of records.
 - c. Ensures that a working master schedule is developed and implemented.
 - d. Ensures the safe and orderly transportation of students.
5. Serves as a fiduciary manager of the school's finances and coordinates efforts with the Maple Run Unified School District Business Manager:
 - a. Ensures accurate recordkeeping as required by federal, state and local officials and acts as general custodian of these records.
 - b. Responsible for planning the budget and requisitioning equipment and supplies in consultation with the Business Manager/designee.
 - c. Monitors expenditures of the funds allocated ensuring the school is run efficiently and there are no unplanned deficits.
 - d. Responsible for developing the educational components of the budget with a direct link to the educational goals of the school.
6. Oversees, through delegation to appropriate personnel, the proper management of school buildings, grounds, and equipment:
 - a. Manages all operations of the school.
 - b. Ensures, with support of the Facilities manager, the maintenance of buildings, grounds, and equipment.
 - c. Assists with capital improvement projections in consultation with the Central Office and Facilities Manager.
 - d. Makes recommendations to the Superintendent/Board on all appropriations for building projects and equipment.
7. Maintains effective and positive relationships with members of the school community and general public:
 - a. Recognizes accomplishments and achievements of students and staff.
 - b. Promotes the growth of all staff through positive relations and growth mindset.
 - c. In conjunction with Superintendent, interprets the school's program and accomplishments to the community.
 - d. Promotes cooperative community and school activities.
 - e. Promotes effective communications among parents, community members, and school personnel.
 - f. Attends co-curricular and extra-curricular activities.
 - g. Attends all Board meetings, except in cases where said employment is under consideration.
 - h. Informs the Superintendent/Board in a timely manner of school programs, practices, problems, and activities operating under its authority.
 - i. Carries out the District and Board goals and keeps the Superintendent/Board apprised of progress of such matters.
8. Oversees the Professional Development of Building Staff:
 - a. Approves all professional development workshops, leaves, and other activities in accordance with school and individual staff development plans and in consultation with the Assistant Superintendent.
 - b. Plans in coordination with district's goals and professional development plans and in consultation with the other principals and the Superintendent/Assistant Superintendent.
 - c. Oversees the annual staff development plans in consultation with the Superintendent/ designee to include any and all state and federal mandates of law, including but not limited to: Hazing, Harassment, Bullying, Title IX Prevention of Sexual Harassment, Confidentiality.

- d. Keeps informed of best educational practices by advanced study, visiting other school systems, attending conferences, and keeping the Board informed of trends in education.
9. Delegates appropriate tasks to other employees. The discharge of these duties does not relieve the Principal of the final outcome for any actions taken under such delegation.
10. May perform other duties as assigned by the Superintendent or Assistant Superintendent.

Supervisory Responsibilities: Manages subordinate supervisors and supervises professional and support staff. Is responsible for the overall direction, coordination, and evaluation of the member school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's Degree required. Five or more years' experience in teaching and administration required.

Licenses and/or Certificates: Valid Vermont Principal Endorsement.

Language Skills: Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. The ability to effectively present information and respond to questions from individuals and groups of staff, parents, and the general public is essential.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry is required.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions in various forms and deal with several abstract and concrete variables is necessary.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. A demonstrated ability to establish and maintain effective working relationships with students, staff, and the community is essential. Demonstrated leadership, organizational, and managerial skills are necessary. The ability to communicate clearly and concisely both in oral and written form is required. Ability to perform duties with knowledge of all Supervisory Union requirements, Board of Education policies, and applicable state and federal laws is essential.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as determined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or

move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The position requires the employee to work irregular or extended hours, constantly interact with the public and other workers, and have direct responsibility for the safety, wellbeing, or work output of other people. Travel is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Terms of Employment: 12 months

Evaluation: Annually by the Superintendent

Date: 2/10/2022

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.