

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description

Title: Principal

Qualifications: Must hold or be eligible to hold a valid State of Maine Building Administrator Certificate 040 with demonstrated, successful experience in the State of Maine administrative competencies as outlined below or such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Supervises: All school employees

Job Goal: To use leadership, supervisory, and administrative skills to fulfill the school district's mission of empowering learners for today and tomorrow.

Responsibilities:

1. Community Relations
 - a. Act as a liaison between the school and community
 - b. Interpret and enact school procedures and school board policy
 - c. Encourage community participation in school life
 - d. Responsible for all official school communications
2. School Budgeting and Finance
 - a. Prepare and submit the school's budgetary requests, and monitor expenditures of allotted funds
 - b. Oversee appropriate accounting and control of school funds and learner activities account
3. Facilities Management
 - a. Supervise the maintenance of all required building records and reports
 - b. Assume responsibility and collaborate with Director of Facilities for the safety and administration of the school plant
 - c. Oversee (along with the Director of Facilities) the daily use of the school facilities for academic and non-academic purposes by school staff, learners, and the community
 - d. Provide for adequate inventorying of school/school system property and for the securing of and accountability for that property

4. Communications

- a. Keep the superintendent informed of the school's activities and challenges
- b. Respond to written and oral requests from appropriate stakeholders
- c. Maintain open and on-going communication with staff

5. Educational Leadership

- a. Establish and maintain a school climate that enhances teaching and learning
- b. Oversee the day-to-day operations of the schools
- c. Assume responsibility for supervision of all activities and programs that are outgrowths of the school curriculum
- d. Assume responsibility for the interpretation and implementation by the school's staff of all board policies and administrative procedures/regulations
- e. Manage resources efficiently and effectively
- f. Communicate effectively with all stakeholders
- g. Promote and support the professional growth of themselves and the staff
- h. Accept responsibility for the consequences of their decisions
- i. Model responsible behavior and positive attitudes
- j. Maintain current knowledge of educational theory and practice
- k. Ensure that teachers are using STAR data and Smarter Balanced data to ensure that all learners have equal access to quality instruction per their individual needs

6. Curriculum and Instruction

- a. Assume responsibility, in collaboration with the Director of Curriculum and Academic Achievement, for the implementation and overseeing of the district curriculum and local assessment system
- b. Ensure that effective teaching strategies and best practices are utilized in the classroom
- c. Provide resources and support to provide an effective learning environment for learners as budget allows
- d. Ensure that educational opportunities are available for all learners
- e. Ensure that teachers classroom instruction is guided by the Maine Learning Results
- f. Ensure that teachers are frequently conducting formative assessments

7. Organizational Management and Administration

- a. Plan, organize, and direct (or oversee/approve) implementation of all school activities
- b. Oversee the school's administration and instruction
- c. Work with the administrative team on district wide issues
- d. Monitor learner attendance, conduct, health and academic progress
- e. Conduct organizational meetings, as necessary, to ensure the proper functioning of the school
- f. Insure that all federal and state civil rights and education laws are observed
- g. Establish, with the Director of Facilities, regular meetings to identify preventative maintenance strategies, safety procedures and emergency situations that need to be addressed as outlined by federal and state laws and district policy. Likewise, collaboratively develop a plan of action and a system to ensure targeted projects

are fully addressed. This plan will be a necessity to comply with the state's management template for school maintenance and safety.

- h. Serve as a member of the following: Dropout Prevention Committee, School Safety Committee, A-team, Proficiency based Learning Team, RTI Committee, and Teacher Evaluation Committee.
 - i. Ensure an active web presence by developing, monitoring, updating and ensuring the accuracy of the school's district website
8. Personnel Management
- a. Responsible for recruiting, screening, nominating, training, assigning and evaluating of school building personnel in accordance of federal and state regulations and school policies
 - b. Provide opportunities for professional development to enhance educational learning environment for all staff
 - c. Evaluate teachers on a yearly basis using the observation system
9. Supervision and Evaluation
- a. Responsible for the supervision and evaluation of all building personnel
 - b. Provide orientation and support for staff, as needed
 - c. Evaluate all school personnel in accordance with district policies. The Director of Facilities will initiate and conduct the evaluation of the Building and Grounds Supervisor on an annual basis. The Director of Facilities and the Building Principal will discuss findings and agree on areas for commendations, recommendations for action and expectations. The decisions will be written and discussed with the Building Principal, Director of Facilities, and Building and Grounds Supervisor in a summative evaluation setting
 - d. Recommend, according to federal and state laws, as well as district policies, the renewal, non-renewal or dismissal of school personnel as needed
 - e. Evaluate teachers on a yearly basis using the observation system

Work Schedule: Year-round

Evaluation: Evaluations will be completed annually by the Superintendent of Schools in accordance with Board policy.

Adopted: November 7, 2007

Revised: August 5, 2015