

*Empowering Learners for Today and Tomorrow*

**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 educational administrative experience as outlined.

Reports To: Superintendent of Schools

Job Goal: To use instructional leadership, supervisory, and administrative knowledge and 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. Provide all official school communications.
  - e. Communicate effectively and transparently with various stakeholders.
  - f. Ensure equity in a student-centered school with input from parents and the community.
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 student activities accounts.
  - c. Manage fiscal resources of the school to support effective instruction and student achievement.
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 facility.

- c. Oversee, in conjunction with the Director of Facilities, the daily use of the school facilities by school staff, students, and the community.
  - d. Provide for adequate inventorying of school/school system property and the securing of 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 in a timely manner.
  - c. Maintain open and ongoing communications with staff.
- 5. Educational Leadership
  - a. Establish and maintain a school climate that enhances teaching and learning.
  - b. Assume responsibility for supervision of all activities and programs that are outgrowths of the school curriculum.
  - c. Assume responsibility for the interpretation and implementation by the school's staff of all board policies and administrative procedures/regulations.
  - d. Manage resources efficiently and effectively.
  - e. Communicate effectively with all stakeholders.
  - f. Promote and support the professional growth of themselves and the staff.
  - g. Accept responsibility for the consequences of their decisions.
  - h. Model responsible behavior and positive attitudes.
  - i. Maintain current knowledge of educational theory and practice.
  - j. Determine building goals related to student data and monitor progress towards those goals.
  - k. Inspire students to meet individual educational and career aspirations.
- 6. Curriculum and Instruction
  - a. Provide a clear vision for instruction in the school.
  - b. Assume responsibility, in collaboration with the Director of Curriculum and Academic Achievement, for the implementation and overseeing of the district curriculum and assessment system.
  - c. Ensure effective teaching strategies and best practices are utilized in the classroom.
  - d. Provide resources and support to provide an effective learning environment for learners students as budget allows.
  - e. Ensure that equitable educational opportunities are available for all students.
  - f. Ensure that classroom instruction is guided by state standards.
  - g. Ensure that teachers are frequently conducting formative assessments.
  - h. Ensure that teachers are using assessment data to ensure that all students have equal access to quality instruction per their individual needs.
- 7. Organizational Management and Administration
  - a. Plan, organize, and direct (or oversee/approve) the 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 student attendance, conduct, health, and academic progress.

- e. Conduct organizational meetings, as necessary, to ensure the proper functioning of the school.
  - f. Ensure 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, RTI Committee, and Educator Effectiveness 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 building orientation and support for staff, as needed.
  - c. Evaluate all school personnel in accordance with district policies.
  - d. Recommend, according to federal and state laws, as well as district policies, the renewal, and 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, May 20, 2020