

Brief Description of Position

The principal is the educational leader and administrator of the school, and as such, assumes full responsibility for all aspects of the school program.

Qualifications:

1. Master's degree.
2. Previous administrative or supervisory experience preferred.
3. Three years teaching experience preferred. At least two years teaching experience required.
4. Valid certificate to serve as an elementary school principal.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to:

The Blue Hill Consolidated School Principal shall be directly responsible to the superintendent and indirectly to the school board for the administration and supervision of instruction for grades K-8, in accordance with such policies and regulations as prescribed by the board and the superintendent.

Supervises:

1. Teaching staff and paraprofessionals.
2. Other professional staff.
3. All nonprofessional school staff.
4. Other resource and service personnel while functioning on behalf of assigned school.

Job Goal:

1. To develop, maintain, systematically evaluate, and improve programs that enhance student learning and that respond to student needs.
2. To develop and execute a system of personnel selection, assignment, supervision, support and evaluation which encourages growth in staff performance.
3. To utilize and maintain plant facilities efficiently to provide an appropriate learning environment and reasonable health and safety standards.

Performance Responsibilities (continued)

A. Personnel

1. Establishes and maintains an effective learning climate in the school.
2. Supervises all professional, paraprofessional, administrative, and nonprofessional personnel attached to the school.
3. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
4. Evaluates and counsels all staff members regarding their individual and group performance.
5. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
6. Maintains a program for personal and staff professional growth and self-renewal that stimulates creativity and innovation.
7. Delegates responsibility to qualified personnel to assume responsibility for the school in the absence of the principal.
8. Conducts meetings of the staff as necessary.
9. Secures substitute teachers when needed.
10. Assigns the teaching staff to supervise certain non-teaching duties, such as cafeteria, bus, recess, etc.

B. Pupils

1. Establishes and maintains an accurate and complete system of pupil personnel records.
2. Plans and supervises fire and bus emergency drills and an emergency preparedness program.
3. Establishes and maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
4. Supervises the school's special education program.
5. Makes arrangements for special conferences between parents and teacher at the end of the first ranking period.

C. Finance

1. Maintains an accurate inventory of texts, supplies, equipment, and furniture within the school.
2. Management of school funds and financial accounting.
3. Assists the superintendent and the school committee in the preparation of a yearly budget and requisition of supplies, equipment, and material for the school.
4. Maintains and controls the various local funds generated by student activities.

D. School Plant

1. Supervises the care and condition of the building.
2. Request necessary maintenance and repairs to keep the facility in proper condition.
3. Keeps the superintendent informed relative to the condition and needs of the school.

Performance Responsibilities: (continued)

E. Instructional Program and Curriculum

1. Overall supervision of the instructional program.
2. Provide leadership in the development, revisions, and evaluation of the curriculum. To include materials, developing course of study, and assisting the teachers with textbook selection.
3. Provide for communication with area high schools.
4. Budgets time to ensure that regular administrative duties do not interfere with any teaching assignment.
5. Supervise all activities and programs that are outgrowths of the school curricula.
6. Initiates and implements programs to meet specific needs of the school.

F. Public Relations

1. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.

G. Guidance

1. Has the responsibility for cumulative records, testing programs, inservice programs, and orientation of children.
2. Is fully informed of all referrals, conferences, etc. that concern the school's relationship with outside agencies and people.
3. Arrange for facilities for resource materials and for counseling and consultative services.
4. Counsel with children, either individually or in groups, when a need has been identified.

H. Extra-Curricular Activities

1. Supervises and evaluates the school's extra-curricular programs.
2. Assumes leadership in the direction of the school's athletic and extra-curricular activities.
3. Is expected to attend special events held to recognize student achievement, school sponsored activities, functions, and athletic events.

I. Administration

1. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the schools' administration.
2. Participates in principal's meetings and such other meetings as are required or appropriate.
3. Assumes responsibility for the implementation of all board policies and regulations.
4. Keeps the superintendent informed of the school's activities and problems.
5. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
6. Promotes professional growth among the staff.

Performance Responsibilities (continued)

J. Other Duties

1. Meets at least once annually with ancillary staff (custodians, bus drivers, cooks, etc.) to make them aware of their duties and responsibilities.
2. Performance of such other duties as may be reasonably assigned.

Terms of Employment:

215 days (One week following the close of school and one week prior to the opening of school.  
10 days during the summer, to be schedule with the superintendent.)

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.