

|                             |   |     |
|-----------------------------|---|-----|
| Position Description        | PRINCIPAL   | 271 |
| Primary Purpose             | To establish a school culture that provides for optimal student learning.   |     |
| Contractual Relationship    | Reports directly to the Superintendent and negotiates an individual contract with the Superintendent.   |     |
| Organizational Relationship | As the educational leader of the school, works cooperatively with teachers, parents, students and administrators.   |     |
| Responsibilities            | <p><u>Curriculum:</u></p> <ol style="list-style-type: none"> <li>1. Supervises the implementation of curriculum.</li> <li>2. Assists the Assistant Superintendent and department directors in the review and articulation of curriculum.</li> <li>3. Implements all testing and assessment programs.</li> <li>4. Obtains and allocates resources for implementing the curriculum.</li> <li>5. Demonstrates knowledge of current trends in education.</li> </ol> <p><u>Personnel:</u></p> <ol style="list-style-type: none"> <li>1. Hires certified and classified staff, with the approval of the Superintendent.</li> <li>2. Implements the teacher supervision and evaluation program.</li> <li>3. Supervises and evaluates administrators who are assigned to the building.</li> <li>4. Establishes a shared vision for continuous improvement in students learning.</li> <li>5. Assigns staff to meet student needs.</li> <li>5. Develops a master schedule in conjunction with the Assistant Superintendent, other principals, department directors and staff.</li> <li>6. Prepares reports for the Superintendent.</li> <li>7. Assigns specialists, instructional aides and other support staff to meet the needs of students and teachers.</li> </ol> <p><u>Professional Development:</u></p> <ol style="list-style-type: none"> <li>1. Investigates and facilitates professional development opportunities for staff.</li> <li>2. Orients new staff to the procedures and culture of the school.</li> <li>3. Maintains his/ her own professional development through coursework, conference attendance, professional meetings, etc.</li> </ol> <p><u>Grants:</u></p> <ol style="list-style-type: none"> <li>1. Pursues grant opportunities and encourages staff members to seek grants for innovative programs.</li> <li>2. Monitors all school grants in accordance with school district policies.</li> </ol> <p><u>Other:</u></p> <ol style="list-style-type: none"> <li>1. Implements guidelines for student discipline and conduct.</li> <li>2. Co-chairs the school council and is responsible for writing and implementing the school improvement plan.</li> <li>3. Participates in, and encourages, parent involvement in the schools.</li> <li>4. Provides an effective home-school relationship by means of open houses, newsletters, and public relations that inform parents and the community about school programs.</li> </ol> <p style="text-align: right;">Continued on next page.</p> |     |

|  |  |
|--|--|
|  | <ol style="list-style-type: none"> <li>5. Designs educational opportunities for the extended school committee.</li> <li>6. Keeps the Superintendent of Schools informed about the conditions and needs of the school.</li> <li>7. Takes all necessary precautions to safeguard health, safety, and well-being of children and staff, including formulation of plans to meet emergencies.</li> <li>8. Serves on leadership terms to provide direction and support on district wide issues.</li> <li>9. Implements the district goals.</li> <li>10. Participates in the preparation and implementation of the school budget.</li> <li>11. Manages the physical plant in cooperation with the Superintendent of Buildings.</li> <li>12. Establishes school and personal goals and expectations.</li> <li>13. Implements School Committee policies.</li> <li>14. Performs other tasks assigned by the Superintendent.</li> </ol> |
| <p>Qualifications</p> <p>Amended 5/7/97</p> <p>Amended 4/4/90</p> <p>Adopted 7/11/79</p> | <ol style="list-style-type: none"> <li>1. Master's Degree in appropriate field.</li> <li>2. Certification (or certifiable) at the appropriate level as a principal in Massachusetts.</li> <li>3. Five years experience at the appropriate level.</li> <li>4. Such alternatives to the above qualifications as the Superintendent may find appropriate.</li> </ol>  |