

SCHOOL BUILDING ADMINISTRATION

Principal

Qualifications:

- 1) Masters Degree or higher with a background in Educational Administration. Educational Leadership or equivalent.
- 2) Valid Maine Certification (050).
- 3) Successful classroom teaching experience.
- 4) Such alternatives to above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Supervises:

All personnel serving in assigned school and others as requested by the Superintendent.

Job Goal:

To utilize leadership, administrative and supervisory skills to promote high quality education for students.

Performance Responsibilities:

- 1) Establishes and maintains an effective learning climate in the school.
- 2) Sets high expectations and standards for academic and social development of all students and performance of adults.
- 3) Works cooperatively with the Assistant Principal, Team Leaders and staff to offer a broad based educational program for students.
- 4) Leads in the development, determination of appropriateness and monitoring of the instructional program.
- 5) Assists in the development, revision and evaluation of the curriculum.
- 6) Interprets multiple sources of data to assess, identify and focus instructional improvement.
- 7) Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
- 8) Attends special events to recognize student achievement, attends school sponsored events, functions.
- 9) Maintains active relationships with students and parents.
- 10) Acts as a liaison between school and community, interpreting activities and policies of the school and encouraging community participation.
- 11) Plans, organizes and directs implementation of all school activities.
- 12) Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- 13) Prepares or supervises the preparation and the maintenance of all records, reports, lists and other paperwork required or appropriate to the school's administration.
- 14) Interprets and enforces district policies and administrative regulations.

- 15) Keeps Superintendent informed of the schools' activities and problems.
- 16) Participates in the selection of all school building personnel.
- 17) Evaluates personnel according to district guidelines/policies.
- 18) Conducts regular meetings of the staff for the proper functioning of the school.
- 19) Provides for adequate inventories of school property and for security and accountability of that property.
- 20) Participates in Leadership Team activities, Board meetings and other such meetings as required or appropriate.
- 21) Serves as an ex officio member of all committees within the school.
- 22) Assumes responsibility for safety and administration of the school plant.
- 23) Plans and supervises fire drills, "code drills" and other emergency preparedness programs.
- 24) Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
- 25) Coordinates support services such as maintenance, food service, as they effect building operations.
- 26) Perform other tasks and assumes such other responsibilities as the Superintendent may assign.

Terms of Employment:

Twelve-month year. Salary and work year to be established by the Board.

Evaluation:

Annually by the Superintendent

Adopted: 12/16/04