

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL PRINCIPAL

GENERAL DESCRIPTION: The School Principal shall serve as the educational leader of the school, be responsible for school management and leadership, perform the duties specified in the NH Administrative Rules Ed 304.01, and meet the statutory requirements, state administrative rules, and school district policy.

QUALIFICATIONS:

1. Advanced degree in Educational Administration
2. Skills, competencies, and knowledge outlined in NH Administrative Rules Ed 506.04
3. School principal experience or experience in other leadership positions in education
4. NH certification or eligibility for certification
5. Experience and other qualifications as specified by the Superintendent

CLASSIFICATION: This position is designated as a certified administrative position and is part of the district management leadership team.

REPORTS TO: Superintendent, evaluation in accordance with School Board Policy

SUPERVISES: Professional and support staff assigned to the school

PERFORMANCE RESPONSIBILITIES:

SCHOOL MANAGEMENT

1. Manage the school staff, operations, facilities, equipment, and support services for optimal learning, safety, and security.
2. Manage schools using a clearly defined organizational framework and governance structure employing school team effort to accomplish school and district goals.
3. Manage school using strong educational leadership including a clearly defined decision-making process and effective management style of team building, consensus building, group decision making, delegation, and accountability.
4. Establish a procedure for studying and acting on complaints, criticisms, and concerns of students, parents, staff, and community in a timely manner.
5. Facilitate recruitment, recommendation, mentoring, coaching, supervision, and evaluation of personnel to accomplish school and district goals.
6. Advise district office on collective bargaining and other contractual agreements.
7. Use conflict resolution to promote collective commitment to school and district mission.
8. Establish schedules and procedures for the supervision of students at all times.
9. Assist district office in planning, maintaining, and budgeting for adequate school facilities, personnel, support services, and effective student programs over the short and long term.
10. Access community and governmental resources in support of school mission, plans, and programs.
11. Act as School Board's agent in approving outside use of school.
12. Establish and maintain an effective inventory system for all school supplies, books, materials,

and equipment.

13. Implement student and staff records management that meets confidentiality and documentation requirements for attendance, academic achievement, etc.
14. Promote the use of technology in support of all school operations and student programs.
15. Oversee coordination of school, district, and state accountability and testing program.
16. Document student, parent, and staff guidelines for optimal learning, safety, and security.
17. Oversee the regular and special transportation systems.
18. Oversee the appropriate use and accounting of student activity funds.
19. Implement federal, state, local, and district laws and regulations.

SCHOOL LEADERSHIP

1. Model professional values, beliefs, and commitment to student learning and personal growth.
2. Maintain a balance of professional development by reading, attending conferences, participating in district trainings, working on professional committees, visiting other districts, and meeting with school principals.
3. Facilitate communication and interaction with school staff to give and receive information, encourage, and recognize accomplishments.
4. Develop and conduct needs-based professional development program that values research and incorporates useful new ideas to improve student learning.
5. Embed professional learning communities in the school culture.
6. Use best practices in staff supervision and evaluation to promote high standards of performance for all staff members.
7. Facilitate and promote the development of leadership capacity throughout the school to capitalize on the abilities and talents of the professional staff.
8. Provide staff with time and resources to meet personal and district goals.
9. Plan and facilitate the implementation of a developmentally appropriate, standards-based curriculum, instruction, and assessment program to foster success for all students.
10. Use student intervention strategies and technology to improve student learning for all students.
11. Structure school time and align school resources to meet student learning goals.
12. Plan and facilitate the implementation of developmentally appropriate extracurricular programs that enhance student academic, social, emotional, and physical growth.
13. Plan and facilitate support services to enhance student academic, social, emotional, and physical growth.
14. Work with other educational agencies in support of academic, athletic, and extracurricular student programming.
15. Develop and implement school systems that effectively use evaluation, information, data collection, and data analysis to improve learning for all students.
16. Report and use assessment results to inform the school community, develop school action plans, and modify school programs.

VISIONARY LEADERSHIP

1. Facilitate processes and activities that create a shared school vision and mission in support of the school district mission.
2. Facilitate school change through effective leadership taking into consideration the unique and changing needs of the school, district, and community.
3. Support school-wide innovation and change through a systems approach accepting input from school staff and community and responding to internal and external political systems and issues.

4. Focus the school on the important priorities and objectives outlined in school and district plans.
5. Monitor, evaluate, and revise school plans on a regular basis.
6. Allocate and align resources to support the school plan.
7. Provide the school and community an accurate annual report on the school's progress toward the vision.
8. Facilitate communication using an effective communication plan sharing the needs and successes of the school, and addressing community perceptions and expectations.
9. Acknowledge the contributions of students, parents, school staff, and community in supporting the school mission.
10. Promote a culture in which the responsibilities and contributions of students, parents, school staff, and community are valued.
11. Develop and maintain a cooperative relationship with community leaders and news media.
12. Influence policy formation at the local, state, and federal levels.

EQUITY/RESPONSIBILITY

1. Advocate for all school children.
2. Provide equal educational opportunities in an appropriate environment.
3. Interact with all individuals with consistency, fairness, dignity, and respect.
4. Foster a safe school climate addressing the diverse needs of students and staff.
5. Explain and defend school position and/or action in face of pressure and partisan influence before small and large groups.
6. Manage and lead with ethical principles, open discussion, and fairness.
7. Accept and share failure as well as success to encourage innovation and risk taking.
8. Admit error, reflect, and constructively react to disappointment and failure.

SCHOOL DISTRICT

1. File monthly report with Superintendent and School Board.
2. Prepare an annual report as part of the Annual School District Report.
3. Supervise the preparation of all state and district reports as necessary.
4. Attend School Board meetings as necessary.
5. Attend district leadership meetings.
6. Work closely with the Special Services Director to meet the needs of special education, homeless, 504, ESOL, and other special student populations.
7. Communicate with the Superintendent regularly about the needs, successes, and general operation of the school.
8. Participate in special projects as assigned by Superintendent.
9. Perform any other tasks or assumes such other responsibilities as the Superintendent may assign.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms, climb steps, stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. Employee must occasionally move equipment and/or supplies. Employee is

occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The employee may be exposed to hazardous materials, chemicals, and fuels on a limited basis. The noise level is that of a typical school office setting.

TERMS OF EMPLOYMENT:

1. 260 Days position
2. 8 Hours day, extended hours may be frequently required
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification as school principal
6. Valid driver's license
7. Administrative contract with salary and benefits defined by policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.