

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>