

Wachusett Regional School District

ADMINISTRATIVE STAFF

JOB DESCRIPTION

TITLE:

Elementary Principal

QUALIFICATIONS:

The Elementary Principal shall have a Master's Degree with at least eight years of successful employment experience in education, including teaching, supervision, and administration. The Principal shall be certified as an Elementary Principal by the Commonwealth. The Principal shall possess successful experience in areas such as curriculum development, evaluation and supervision, and management of personnel and facilities. The Principal shall possess other' qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Operations

PERFORMANCE EVALUATION:

The Elementary Principal shall be evaluated annually based on the goals and objectives composed and agreed to by the Principal and the Director of Operations.

REPRESENTATION STATUS:

Individual Employment Contract with the District

JOB RESPONSIBILITIES:

The Elementary Principal is the chief administrator at the school to which he/she is assigned and is charged with overseeing, supervising, and directing the daily operations and educational programs at the school in conformance with District policies and regulations. The Principal will perform administrative tasks which promote an exemplary educational program through the attainment of District as well as school based goals. The Principal shall supervise all staff in the building, maintain a positive learning environment, and direct and maintain the financial management of the school budget as adopted by the School

Committee at the direction of the Superintendent or designee. The Principal shall interpret and communicate the school's program to teachers, parents, and the community. In performing these functions, the Principal shall:

1. Supervise all members of the District staff assigned to the school in matters of District policies, building regulations, curricular offerings, student involvement, school lunch, and building cleanliness;
2. Evaluate annually all staff assigned to the school consistent with District practice and adopted evaluation procedures;
3. Regularly visit all classes and maintain a continuous program of evaluation of the personnel and the appropriateness of the program;
4. Participate in the evaluation of all existing texts, materials, and methods of conducting and complying with the established course of study;
5. Prepare a proposed school budget in conjunction with the Superintendent or designee to conform to the staff and financial allocations approved by the School Committee;
6. Ensure there is an accurate accounting of all funds raised, received, and/or expended as part of the school's program;
7. Participate in the appointment, discipline, or termination of staff by providing recommendations to the Superintendent or designee related to these tasks;
8. Establish a line of staff operation in terms of areas of responsibility for administrators and in terms of those persons in charge of the school in the absence of the Principal;
9. Provide statistics, records, reports, and research as may be required for the successful operation of the school or district and as requested or required by the Superintendent or designee, including a monthly report of the activities and functions of the school;
10. Keep abreast of new developments in curriculum, evaluation, and school management through readings, conferences, and other means of gathering training and knowledge and disseminate information to members of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of school and district employees;

11. Maintain responsibility for the overall supervision of all activity programs within the school and among schools within the District;
12. For positions filled after January 1, 2004, participate in Restraint Training; become certified in its implementation and maintain the ability to implement restraint techniques; be familiar with regulations related to restraint use; and
13. Conduct other staff duties and responsibilities as directed by the Superintendent or Director of Operations, including attending meetings as requested or required by the Superintendent or Director of Operations or attending and participating in community meetings and working with community organizations, and, any other staff function required by the Superintendent or Director of Operations.

SUPERVISES:

All Staff assigned to the School

All other staff as directed or assigned by the Superintendent or designee

Updated on 4/25/97

Updated on 12/10/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/10/03