

MASON SCHOOL DISTRICT

CLASS TITLE: **SCHOOL PRINCIPAL**

REPORTS TO: **Superintendent**

SUPERVISES: **All Teaching and Building Staff personnel**

BASIC FUNCTION:

Under the direction of the School Board and the Superintendent, provides leadership for the professional staff of the Mason Elementary School in the development, implementation and evaluation of a comprehensive educational program. Administer the school programs in accordance with school board policies and administrative rules and will be responsible for all students and operations of the Mason Elementary School.

REPRESENTATIVE DUTIES:

- The school principal shall promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools by :
 - Facilitating the development, articulation, implementation, and stewardship of best practices for pupils in elementary and secondary education;
 - Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
 - Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment
 - Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
 - Having the knowledge and skills to promote the success of all students by understanding the larger political, social, economic, legal, and cultural contexts.

- The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent .

- The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.

- The school Principal shall:
 - Provide for adequate inventories of property under his/her control and for the security and accountability for that property.
 - Evaluates and counsels all staff members regarding their individual and group performance.
 - Assist with orientation and training (administrative procedures and instructions) of teachers.

- Foster cooperation and understanding among the various grades and functions of the educational system.
 - Approve the teaching schedule and any special assignment.
 - Conducts staff meetings to keep members informed of such things as policy changes and new programs necessary for the proper functioning of the school.
 - Makes arrangements for special conferences between parents and teachers when appropriate.
 - Plans and supervises fire drills, extreme weather drills, and an emergency preparedness program.
 - Cooperates with college and university officials regarding teacher training and preparation.
 - Maintains active relationships with students and parents.
 - Attends special events held to recognize student achievement, attends school-sponsored activities, functions, athletic events and community and public opportunities.
 - Prepare and submit the school's budget and monitor expenditures of funds.
 - Responds to written and oral requests for information in a timely fashion.
 - Assumes responsibility for all official school correspondence and news releases.
 - Organize and administer the public relations program for the school, acting as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
 - Supervise the preparation of reports, records, lists, and all other work required or appropriate to the school's administration.
 - Serve as a member of such committees and attend such meetings as the Superintendent of Schools shall direct.
 - Assume responsibility for maintaining high standards of student conduct, attendance and health of students, enforcing discipline as necessary, according to due process to the rights of students.
 - Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
 - Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the state board of education.

OTHER DUTIES:

- Supervise the daily use of the school facilities for both academic and non-academic purposes
- Complete other tasks as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.

ABILITY TO:

- Communicate effectively, both written and oral
- Manage time effectively and efficiently
- Think creatively & understand various cultures & beliefs
- Maintain good realtions with the community
- Demonstrate interpersonal skills using tact, patience and courtesy

EDUCATION AND EXPERIENCE:

Principal Certified or Certifiable by the New Hampshire State Department of Education.

Masters degree or Higher in Education from an accredited institution

2 years teaching experience

WORKING CONDITIONS:**SCHEDULE:**

Part-time on site, every operating day

Attend Board Meetings, Committee Meetings and other School Activities as required

Accessible during non-operating times for emergencies

Minimal Travel required

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

The Mason School District does not discriminate with regard to height, weight, gender, sexual orientation, race, religion, skin color, hair color, national, state or city of origin, ancestry/ethnicity or lack thereof, marital or parental status, political affiliation, age, physical or mental disability, or any other unlawful consideration perceived or real.

Administration –School Principal

Adopted by Mason School Board 12 APR 2010

Revised Mason School Board Not Applicable