

## SANBORN REGIONAL SCHOOL DISTRICT JOB DESCRIPTION - PRINCIPAL

Job Title	Principal
Supervisor	Superintendent of Schools
Qualifications:	<ul style="list-style-type: none"> <li>• Master's Degree with a major in Educational Administration</li> <li>• Minimum of five (5) years teaching experience preferred</li> <li>• Minimum of three (3) years in an administrative leadership role preferred</li> <li>• Certified by the New Hampshire State Department of Education as a Principal.</li> </ul>
Purpose	Under the direction of the Superintendent of Schools, the Principal serves as lead administrator for the school, and is responsible for implementing and managing the policies, standards, requirements and procedures of the District, and the State of New Hampshire. The Principal works collaboratively with all members of the school staff and SAU to establish a safe and positive environment conducive to learning. The Principal will communicate effectively with parents and members of the community. The principal also serves as the educational leader for the school, implementing an educational vision which supports continuous improvement in teaching and educational outcomes for students.
Performance Responsibilities	<ul style="list-style-type: none"> <li>• Communicates and demonstrates the District's vision and strategy to students, staff, parents, and the community.</li> <li>• Creates a school climate where the core belief is that every student can and will learn and succeed for the purpose of enabling all students to develop the competence, critical thinking, social and civic skills to reach their highest potential.</li> <li>• Communicates the belief that adults are responsible for ensuring the academic success of all students.</li> <li>• Demonstrates creativity, innovation, and motivation to advance student learning and to continuously improve the school climate.</li> <li>• Promotes the success of all students through continuous program evaluation and development.</li> <li>• Responsible for, and makes improvement of instruction a priority through personal instructional observations, analysis of information and provides ongoing feedback to staff.</li> <li>• Member of the crisis response team and should be able to perform the restraints required in crisis prevention.</li> <li>• Manages school resources and facilities effectively and efficiently.</li> <li>• Prepares and files reports in a timely fashion and in accordance with District, School Board, State and Federal guidelines and regulations.</li> <li>• Implements an atmosphere of cooperation, caring and respect that enforces policies and procedures consistently and responsibly to help ensure a physically and emotionally safe environment.</li> <li>• Analyzes, shares, and utilizes school and student achievement data to guide and assess student learning for the purpose of ensuring student achievement.</li> <li>• Helps teachers set and meet high expectations for themselves and their students.</li> <li>• Supervises and evaluates staff in a manner that encourages continuous improvement for the purpose of maximizing student learning, monitoring performance, and providing for professional growth and achieving SAU and district goals and objectives.</li> <li>• Creates and maintains a safe, positive student learning environment for the purpose of maximizing student learning.</li> <li>• Responsible for developing and implementing smooth transitions from grade level to grade level and for developmentally appropriate transition procedures from school to school.</li> <li>• As necessary, chairs school based meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district and state objectives.</li> <li>• Supervises other administrative functions (e.g. assistant principal(s), athletic director, guidance director, special education building coordinator, department team leaders,, and other personnel) for the purpose of managing the workload more efficiently.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures that policies, procedures and/or processes (e.g., SAU and District policies and procedures, as well as state and federal laws) are implemented and complies with mandated requirements.</li> <li>• Manages school administrative functions (e.g. budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.</li> <li>• Prepares a wide variety of materials for the purpose of documenting activities, and/or communicating information.</li> <li>• Supervises preparation and maintenance of attendance and other records required by central administration, the NH State Department of Education; submits required reports on a timely basis.</li> <li>• Monitors curriculum implementation to ensure that the appropriate content and sequence are followed.</li> <li>• Assumes responsibility for the supervision of programs and improvement of instruction within the school.</li> <li>• Organizes and leads staff meetings and in-service activities for staff; delegates leadership of staff meetings to other staff when appropriate.</li> <li>• Promotes effective and consistent discipline and a safe, positive teaching/learning environment within the school.</li> <li>• Take appropriate follow-up action as needed.</li> <li>• Participates on system-wide committees, and supports district-level initiatives.</li> <li>• Effective two-way communication, both in writing and verbally, to students, staff, and parents on a regular basis. Ensures effective written and verbal communication between staff, students, parents and/or guardians for the purpose of evaluating situations, solving problems and/or resolving conflicts.</li> <li>• Communicates and implements NH State Department of Education and central office policies and procedures to staff; represents staff concerns and needs affecting the operation of school to the central administration.</li> <li>• Presents information (e.g., budget overviews, student achievement reports, student enrollment information, staffing reports, school progress towards district goals, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.</li> <li>• Keeps the Superintendent informed of school based events and activities.</li> <li>• Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.</li> <li>• Assists the Superintendent of Schools in public relations and communications.</li> <li>• Assists the Superintendent of Schools and Business Administrator with budget preparations according to School Board policy.</li> </ul>
Physical Demands	<ul style="list-style-type: none"> <li>• Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels).</li> <li>• Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff.</li> <li>• Must have vision with or without lenses adequate to read print and computer screens, forms and documents.</li> <li>• Must have high manual dexterity.</li> <li>• Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.</li> </ul>
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the Teamsters Collective Bargaining Agreement
Evaluation	Evaluation by the Superintendent in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

January, 2023

October, 2003

May, 1999

September, 1987

August, 1976