

EASTFORD SCHOOL DISTRICT
12 Westford Road ♦ P.O. Box 158
Eastford, CT 06242

TITLE: Principal

QUALIFICATIONS:

1. Master's degree or higher
2. Valid state certificate to practice as a school principal
3. Experience in public school leadership
4. Five years successful experience as a classroom teacher

REPORTS TO: Superintendent

SUPERVISES: All personnel serving at the school

NATURE AND SCOPE OF JOB: Serves as the educational leader and chief administrator of the Eastford Elementary School, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe, child-centered learning environment that meets and exceeds the Common Core Curriculum Content Standards. Achieving academic excellence requires that the Eastford Elementary School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling and facilities operations.

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Lead the Eastford Elementary School and oversee the implementation of planning to support
 - Improved student performance;
 - Research based program of curriculum and instruction supported by and integrated with an appropriate array of research proven supplemental strategies;
 - School based leadership and decision making to ensure a comprehensive plan with student achievement targets, supported by parents, staff, and community members;
 - Integration and alignment of School functions aimed at student achievement of the Core Curriculum Content Standards;
 - Infusion of educational technology;
 - Professional development for all staff focused on the achievement of the Core Curriculum Content Standards: including workshops, conferences, visitations, and sessions in which the staff members share successful practices and

- strategies; and
- Safe School environment conducive to learning, including a school security program.
3. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire School consistent with the philosophy, mission, values and goals of the District, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
 4. Ensure compliance with all laws, administrative codes and Board policies and regulations.
 5. Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
 6. Establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the Core Curriculum Content Standards.
 7. Supervise the instructional programs of the School, evaluating lessons and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
 8. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity; and that they address the range of skills and developmental needs found among students.
 9. Ensure that the instructional programs encourage students to define individual goals and accept responsibility for learning, and that they provide a variety of methods for students to demonstrate performance and achievement.
 10. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of bias and stereotyping and designed to meet the Core Curriculum Content Standards.
 11. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the School and District, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
 12. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior such as bullying, and implement programs to address such conditions. File all required reports regarding attendance and discipline matters.
 13. Establish professional rapport with students and staff that earns their respect.
 14. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
 15. Serve as a role model for students, dressing professionally, demonstrating the

- importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
16. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities and performance to ensure that all job responsibilities are met and exceeded.
 17. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy and contractual requirements.
 18. Recommend to the Superintendent the renewal, dismissal or other actions for all personnel assigned to the school, following established procedures and timelines.
 19. Recommend personnel to the Superintendent to fill all vacant positions in the school.
 20. Organize and nurture effective teacher leaders with clear expectations for role, responsibilities and performance.
 21. Keep the staff informed and seek ideas for the improvement of the School. Conduct meetings as necessary for the proper functioning of the School.
 22. Organize and supervise assembly programs and comprehensive extra-curricular programs appropriate for PK-8 students.
 23. Recommend to the Superintendent a budget for the school. Approve all purchases in accordance with District policies and procedures. Maintain and account for all student activity funds and money collected from students in accordance with District policy and auditing recommendations. Correct any audit exceptions immediately.
 24. Implement an effective inventory system for all supplies, materials and equipment.
 25. Implement procedures that create and maintain attractive, organized, functional, healthy, clean and safe facilities.
 26. Assume responsibility for the health, safety and welfare of students, personnel and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, Town and District guidelines.
 27. Communicate with the Superintendent regularly about the needs, successes and general operation of the school. Notify the Superintendent immediately of any unusual circumstances.
 28. Maintain a master schedule for the use of the School Facilities.
 29. Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, bus loading and unloading, and lunchroom.
 30. Maintain visibility with students, staff, parents and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
 31. Organize and maintain a public relations system for the School that consistently celebrates and informs parents and the community of the accomplishments of students and staff.
 32. Communicate regularly with parents, seeking their support and advice, to create a cooperative relationship to support students in the school.
 33. Encourage and work with parent groups that support the efforts of the School.

34. Maintain effective communications with community agencies.
35. Supervise the production of all School publications.
36. Communicate regularly with transportation provider and ensure that daily bus runs are completed safely and successfully.
37. Use effective presentation skills when addressing students, staff, parents, and the community; include appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
38. Use excellent written and oral English skills when communicating with students, parents and colleagues.
39. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent.
40. Respond to all correspondence promptly.
41. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
Ensure that personnel and student record keeping procedures comply with State and Federal laws and District policy. Organize and supervise procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional and learning disabilities.
42. Represent the School and District at community, state and professional meetings.
43. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
44. Summarize, interpret and disseminate current developments in learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
45. Monitor and ensure that all staff members are present for duty and implement procedures for staff members who do not meet attendance expectations.
46. Observe strictly to avoid the appearance of conflict, all requirements of Board policies regarding conflicts of interest in employment, purchasing and other decisions, including solicitation and acceptance of gifts and favors.
47. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
48. Assume responsibility for District administrative functions in the absence of the superintendent.
49. Adhere to Connecticut school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
50. Perform other duties as assigned, consistent with the nature and scope of job.

TERMS OF EMPLOYMENT: Twelve-month work year. Salary and benefits as established by the Board of Education.

EVALUATION: Performance evaluated annually in accordance with the approved Educational Leader Professional Development and Evaluation Plan