
TITLE: SCHOOL PRINCIPAL

QUALIFICATIONS: Connecticut Intermediate Administration and Supervision (092)
Master's Degree
Minimum of five (5) years of teaching experience
Training and/or experience in the use of the formative evaluation process

REPORTS TO: Superintendent of Schools

SUPERVISES: School Secretaries and Clerk/Receptionists
Teachers and Related Service Personnel (as decided with Spec. Ed. Dir.)
Paraeducators, Substitute Teachers, Athletic Director, Volunteers and other personnel

PRINCIPAL'S DUTIES: The primary responsibility of the principal is to direct and supervise the educational program of the school. In fulfilling this responsibility, he/she shall give particular attention to the duties set forth below, without exclusion of others

PERFORMANCE RESPONSIBILITIES (Improvement of Instruction):

- Establishes an effective learning climate in the school.
- Sets high expectations for self, staff and students.
- Designs school programs consistent with the Board's district-wide policies and programs.
- Supervises the school Planning and Placement Team (PPT) process and implements decisions of the PPT.
- Maintains a systematic program for assessment and curriculum effectiveness.
- Maintains a procedure of keeping informed of pupil progress.
- Provides continuous observation, supervision and evaluation of the instructional programs within the school.
- Assists in the development, revision and evaluation of the curriculum.
- Supervises the instructional staff in the implementation of curriculum.
- Conducts meetings to keep faculty and staff informed of new programs.

PERFORMANCE RESPONSIBILITIES (Organization of the School):

- Attends regular monthly Board of Education meetings.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Schedules classes within established State guidelines to meet student needs (teacher, art, music, p.e.).
- Coordinates and supervises support services such as maintenance of the physical plant, food services, library services, pupil personnel services and guidance.
- Maintains high standards of student conduct
- Serves as ex-officio member of all committees within the school.
- Plans and publishes duty schedules for the adequate supervision of students.
- Delegates authority to responsible personnel to assume responsibility for the school in

the absence of the Principal.

PERFORMANCE RESPONSIBILITIES (Personnel):

- Directs school personnel in the performance of their duties.
- Provides in-service orientation and training of teachers,
- Supervises and evaluates personnel assigned to the school.
- Assists in the recruitment, selection and assignment of certified and non-certified personnel.
- Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
- Arranges for substitute teachers

PERFORMANCE RESPONSIBILITIES (Budget):

- Develops a school budget to meet pupil, program and building needs and manages the resources allocated to the school.
- Determines budget priorities for the school and articulates such priorities to the staff and central office personnel.
- Consults with school staff, other supervisory personnel and central office personnel in the development and implementation of the budget.
- Oversees grant funding.
- Attends Budget BOE meetings as requested

PERFORMANCE RESPONSIBILITIES (Facilities):

- Manages routine building operations and maintenance and coordinates major repairs and renovations with central office.
- Supervises the safe operation of school plant and equipment.
- Monitors building operating costs and endeavors to improve efficiency and reduce costs.
- Acquires, allocates and manages materials and equipment needed to implement school programs and services.
- Oversees adequate inventories of property under his/her jurisdiction and for the security and accountability of that property.
- Plans, supervises, and records fire drills and emergency evacuation of building.
- Participates on the annual Emergency Operations Planning meeting

PERFORMANCE RESPONSIBILITIES (Interrelationship of Pupils, Parents and School):

- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Attends school-sponsored activities and events.
- Interprets Board policy to staff and community.
- Maintains active relationship with students and parents.
- Plans, organizes and directs implementation of all school activities; keeps the Superintendent informed of activities and any issues.
- Keeps the Superintendent informed of the school's activities and problems.
- Establishes guides for student conduct and enforces discipline as necessary.
- Assumes leadership in the direction of the school's extracurricular activities.

- Keeps parents informed of school activities and programs (i.e. Student Handbook, newsletter and special presentations at meetings.)

PERFORMANCE RESPONSIBILITIES (Professional Growth):

- Keeps abreast of changes and developments in the profession by attending professional meetings, and reading professional journals and other publications.
- Assumes responsibility for his/her own professional growth and development.
- Performs other tasks and assumes related responsibilities as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: The employment year will be two hundred and twenty (220) days as stipulated in the Canterbury School Administrators' Association Agreement.

EVALUATION: This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

BOE Approval: BOE

Date: June 12, 2018