

## ELEMENTARY PRINCIPAL

QUALIFICATIONS: including but not limited to:

1. Certification as a principal by the State of Maine Department of Education
2. Demonstrated knowledge of elementary programs and curriculum
3. Demonstrated ability to supervise and manage personnel and personnel assignments
4. Demonstrated leadership qualities and personal characteristics necessary to work effectively with students, staff, administrators, and parents alike
5. Such alternatives or additions to the above as the Board may find appropriate and acceptable.
6. Minimum of three years teaching experience.

REPORTS TO: Superintendent of Schools

SUPERVISES: All employees assigned to the building including shared responsibility for special education, food service, custodial, maintenance, and transportation personnel.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership necessary to advance the philosophy of the board and to enhance the mission of the school.
2. Interprets and enforces district policies and administrative regulations.
3. Stays abreast of developments and trends in elementary education. Determines suitability of new initiatives and instructional practice.
4. Coordinates and participates in the selection, assignment, supervision, and evaluations of school personnel.
5. Coordinates and participates in the development, implementation, delivery, and evaluation of the instructional program.
6. Prepares teaching assignments and other schedules for building staff that enhance the overall effectiveness and operation of the school.
7. Supervises and advises on the selection of all teaching materials including textbooks and supplementary materials as well.
8. Fosters healthy and positive community relations for the benefit of all students, staff, parents, and citizens. Maintains active relationships with students, parents, and the community.
9. Fosters and provides ongoing communication to parents and the community.
10. Maintains positive, effective discipline and fosters a safe learning environment. Anticipates problems or complications and initiates solutions.
11. Trains, coordinates, and advises school staff on the implementation of the school Emergency and Crisis Management Plans.
12. Supervises the daily use of the school facilities for both academic and non-academic purposes.
13. Supervises all activities and programs that are outgrowths of the school's curriculum.

14. Provides for adequate inventory control of property under his/her control and for the security and accountability of that property.
15. Develops the school budget and assists in the preparation of the **annual district budget.**
16. Oversees the school budget and approves related expenditures from the school budget.
17. Supervises the management of all required school records, maintaining required safety and confidentiality standards. Responds to written and oral requests for information as may be appropriate according to Maine Statutes.
18. Manages and prepares all official school news and correspondence with the approval of the Superintendent of Schools.
19. Serves as a member of such committees and attends such meetings as the Superintendent of Schools shall direct. Serves as an ex-officio member of all committees within the school.
20. Informs Superintendent of Schools of events and activities of an unusual nature. Observes appropriate protocol and chain-of-command in addressing complaints or concerns about school operation.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and other professional development opportunities.

**EVALUATION: Superintendent of Schools**

**SALARY: Established annually by the school directors**

**FRINGE: Professional Employee (MSAD#59 contract status)**

*Revised: 10/13/2009*

**8/30/2016**

**Approved: 9/20/2016**

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**POSITION TITLE: Principal of Madison Area Memorial High School**

**QUALIFICATIONS:**

1. Certificate as Secondary School Principal as directed by the Maine Department of Education
2. Masters Degree in Educational Administration

CONTRACT INFORMATION:

1. Works a 46 week contract
2. Responsible to the Superintendent of Schools
3. Salary is negotiable
4. Minimum of three years teaching experience.

PRIMARY FUNCTION:

To achieve and maintain the best possible educational program and environment for student learning within Madison Area Memorial High School through the following:

1. Policy Development and Decision Making
  - 1.1 To attend meetings as schedule by the Superintendent of Schools
  - 1.2 To recommend policy revision and to formulate and recommend new policies.
  - 1.3 To communicate and interpret district and building policies to teachers, parents, and students.
  - 1.4 To maintain and enact district and building policies.
2. Professional Personnel
  - 2.1 To maintain appropriate staff level.
  - 2.2 To participate in the recruitment of professional personnel.
  - 2.3 To evaluate professional skills.
  - 2.4 To recommend contract status of professional staff.
  - 2.5 To assist new teachers.
  - 2.6 To schedule and conduct staff meetings.
  - 2.7 To assign/reassign professional staff.
  - 2.8 To evaluate the Assistant Principal and to recommend contract status.
  - 2.9 To define staff duties and responsibilities.
  - 2.10 To maintain good staff morale.
  - 2.11 To organize and direct the work of advisory groups, councils or committees as needed.
3. Student Personnel
  - 3.1 To supervise registration, scheduling, programming, attendance, grade reports, guidance reports, and district, state, and national reports.
  - 3.2 To provide for safety and welfare of all students.
  - 3.3 To maintain student discipline.
4. Non-Instructional Staff

- 4.1 To supervise office staff.
- 4.2 To ensure supervision of other non-instructional staff.

## 5. Instruction

- 5.1 To supervise the procurement and distribution of instructional equipment and supplies.
- 5.2 To supervise the budget building process for the school.
- 5.3 To supervise guidance personnel and services, counseling services, and testing program.
- 5.4 To coordinate and supervise student assemblies.
- 5.5 To work with other administrators in the development of district educational programs.
- 5.6 To administer extra-class activities.
- 5.7 To hold individual conferences with teachers for the improvement of instruction and morale.
- 5.8 To facilitate district curriculum committees.
- 5.9 To prepare an evaluation report for each professional employee supervised by the principal as directed by district policy.
- 5.10 To make recommendations concerning the athletic program.

## 6. Plant and Office Management

- 6.1 To regularly inspect the building and report need for care, maintenance, safety, and security.
- 6.2 To supervise building use permits.
- 6.3 To propose reports as requested by the Superintendent of Schools.
- 6.4 To recommend building improvement projects.

## 7. Special Assignments

- 7.1 To perform such duties or special assignments as may be delegated by the Superintendent of Schools.
- 7.2 **To develop a budget and** operate within budget limitations.
- 7.3 To maintain Madison Area Memorial High School consistent with state law and district policy.

## 8. Professional Growth and Development

- 8.1 To keep informed of current trends in education.
- 8.2 To attend educational meetings, seminars, and workshop on the local, district, state, regional, and national levels.
- 8.3 To continue professional development through attendance at workshops, conventions, and other professional in service.
- 8.4 To maintain active and participating membership in professional societies.
- 8.5 To redefine position content consistent with the evolving nature of education.
- 8.6 To maintain positive, professional relationships with other district and building

personnel.

8.7 To maintain a positive working relationship with the Director of Special Education.

8.8 To maintain a positive relationship with the custodians and other support staff.

EVALUATION: Superintendent of Schools

SALARY: Established annually by the school directors

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Approved: 9/20/2016