
ELEMENTARY PRINCIPAL

Elementary Principal

Qualifications:

- Valid certification as required by the State of Maine
- Successful teaching experience
- Knowledge of school curricular, instruction and special education law.
- Ability to communicate effectively with students parents and staff.
- Masters in Educational Administration/Leadership

Reports To: Superintendent of Schools

Job Goal:

- To provide leadership to the instructional program at the building level and district level.
- To assure responsibility for the operation and administration of the school.

Key Responsibilities :

- Be responsible to the Superintendent of Schools for the overall administration of the school, consistent with RSU 40/MSAD 40 policy, state and federal laws
- Provide leadership to staff in the area of program development, curricular and extra- curricular
- Supervise all staff, head teachers, faculty, secretaries, aides, coaches and advisors, custodians and cafeteria workers
- Evaluate staff members with appropriate documentation, suggest areas of improvement, and make recommendations to the superintendent relative to their continued employment
- Assist in screening, interviewing and hiring staff
- Develop schedules for the staff and students, assign teacher and students to classes and rooms, chair staff meetings, assist in budget preparation for the school, monitor all expenditures, participate in the development of district policy, maintain records and manage the general office routine
- Direct and lead the staff in determining standards of acceptable student behavior and safety, requiring students to meet those standards
- Enforce the laws and policies relative to student attendance
- Oversee the maintenance and general operation of the buildings and grounds, recommending necessary repairs and improvements
- Maintain an effective public relations program, which promotes communication with and among staff, students and parents, parents' groups, teacher groups, student groups, the press and the general public
- Attend School Board meetings when appropriate
- Perform other duties as assigned by the Superintendent of Schools.

Evaluation: Superintendent of School or designee annually

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.