

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT

POSITION TITLE: *ConVal High School Principal*

SUPERVISOR: Superintendent of Schools

QUALIFICATIONS:

- Certified or certifiable by the New Hampshire State Department of Education. Masters Degree with a major in Educational Administration. Minimum of three (3) years teaching experience and three (3) to five (5) years successful experience as a High School Principal. Or such alternatives to these qualifications as the School Board may find acceptable and appropriate.
- The successful candidate should be an advocate of and knowledgeable about applied technology, as the Applied Technology Center is an important component of the comprehensive High School.
- Demonstrated evidence of excellent written and oral communication skills.
- Excellent leadership and interpersonal skills are needed to fulfill performance expectations for this position.

SUMMARY:

- The Principal will use leadership, supervisory, and administrative skills to promote the educational development of each student. The Principal should be committed to a coordinated educational program from preK through grade 12, establish and maintain an effective learning climate in the school and initiate, design, and implement programs to meet specific needs of the school.

DUTIES AND RESPONSIBILITIES:

- Supervise the school's educational program.
- Supervise the daily use of the school facilities for both academic and non-academic purposes.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Leads in the development, determination of appropriateness, and monitoring of the instructional program.
- Schedules classes within established guidelines to meet student needs.
- Provide for adequate inventories of property under his/her control and for the security and accountability for that property.
- Assists in the development, revision, and evaluation of the curriculum, and emerging technologies and their instructional management applications.
- Responsible for including all students into the general education curriculum to the maximum extent appropriate.

- Ensures that teachers implement Individual Educational programs with fidelity.
- Supervises all activities and programs that are outgrowths of the school's curriculum, to include alternative learning opportunities.
- Supervises and evaluates the school's extracurricular program.
- Oversees all operations and curriculum of the ATC- Applied Technology Center, Region #14.
- Assume responsibility for the implementation and observance of all School Board policies and regulations by the school's staff and students.
- Utilize effective supervision and performance management techniques to be able to justifiably recommend the renewal and non-renewal of teachers, according to established procedures.
- Supervises all professional, paraprofessional, administrative, and support personnel attached to the school
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff.
- Evaluates and counsels all staff members regarding their individual and group performance.
- Assist with orientation and training (administrative procedures and instructions) of teachers.
- Foster cooperation and understanding among the various departments and functions of the educational system.
- Approve the teaching schedule and any special assignment.
- Conducts staff meetings to keep members informed of such things as policy changes and new programs necessary for the proper functioning of the school.
- Makes arrangements for special conferences between parents and teachers when appropriate.
- Plans and supervises fire drills, extreme weather drills, and an emergency preparedness program.
- Cooperates with college and university officials regarding teacher training and preparation.
- Works with various members of the central administrative staff on school problems of more than in-school import, such as transportation and special services.
- Maintains active relationships with students and parents.
- Attends special events held to recognize student achievement, attends school-sponsored activities, functions, athletic events and community and public opportunities.
- Prepare and submit the school's budget and monitor expenditures of funds.

- Supervise the maintenance and control of various local funds generated by student activities.
- Responds to written and oral requests for information in a timely fashion.
- Assumes responsibility for all official school correspondence and news releases.
- Organize and administer the public relations program for the school, acting as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Supervise the preparation of reports, records, lists, and all other work required or appropriate to the school's administration.
- Serve as a member of such committees and attend such meetings as the Superintendent of Schools shall direct.
- Keep his/her supervisor informed of events and activities of an unusual nature as well as routine matters, related to the supervisor's accountability.
- Assume responsibility for maintaining high standards of student conduct, attendance and health of students, enforcing discipline as necessary, according to due process to the rights of students.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Perform such other related duties as may from time to time be assigned by the Superintendent.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequently standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Constantly talking, expressing, or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly hearing and perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

- Sedentary work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

1st Read 10/6/09

Approved 10/20/09

Revised____Date____

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