



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Elementary Principal
<b>Reports To</b>	Superintendent
<b>Level/Grade</b>	PreK through 4
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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*Provides instructional leadership to staff including curriculum supervision, review, implementation and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff, and activities. Ensures a safe, pleasant, and effective educational atmosphere; provides discipline as necessary; and enforces school policy.*

### Qualifications

- Master's Degree
- At least five years teaching experience
- Elementary administrative experience preferred
- Hold or be eligible for Elementary Principal certification

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Interacts with students in a constructive manner to encourage each individual to perform at his/her highest level.
- Supervises building staff.
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff. In cooperation with building team, coordinates inservice training for staff.
- Maintains communication and positive relations with parents, parent groups, school volunteers, and outside agencies.
- Participates in district-wide activities, inservice, and committees
- Implements policy and procedure changes at the building level from the school committee, state, and federal level.
- Prepares and administers the school budget.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Works with central office personnel to coordinate processes for the effective functioning of the school.
- Ability to form and facilitate a school-based leadership council.
- Implements special education IDEA plans and programs, including MDTs, IEPs, CAP/CAST, new referrals, etc.
- Collaborates with special education administration in the implementation of programs and plans.
- Additional duties assigned by Superintendent.

### Supervises

Elementary Staff

### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

#### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

#### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

#### **Education Requirements**

Masters' Degree

#### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 10/24/2002

**Revised Date:** 8/1/2014

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*