

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
PRINCIPAL

QUALIFICATIONS

Must hold a Vocational Technical Administrator License as a Principal

REPORTS TO: Superintendent-Director

SUPERVISES: All Building Staff

The PRINCIPAL shall be the educational leader and manager of the school and shall supervise the operation and management of the school and school property, subject to the supervision and direction of the Superintendent-Director. The PRINCIPAL shall be responsible, consistent with district personnel policies and budgetary restrictions and subject to the approval of the Superintendent-Director, for hiring all teachers, coaches, instructional or administrative aides and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent-Director and subject to the provisions of M.G.L., Chapter 71, as amended by the Education Reform Act of 1993.

The PRINCIPAL shall diligently, faithfully, and competently perform the duties and responsibilities imposed upon, contained in, or required of the PRINCIPAL under the following:

- a) The statutes of the Commonwealth including, without limitation, M.G.L. Chapter 71, as amended by the Educational Reform Act;
- b) Policies of the Essex North Shore Agricultural and Technical School District Committee;
- c) Directives of the Superintendent-Director;
- d) The School's Annual School Improvement Goals;
- e) Regulations of State Agencies;
- f) The regulations and requirements of grants, special, or mandated programs;
- g) This Job Description.

LEADERSHIP AND SUPERVISION

1. Provide instructional leadership in all phases of the instructional program and staff development.
2. Supervise all school administration, faculty and staff in the performance of their technical, academic, and professional responsibilities.
3. Oversee the District supervision and evaluation process, including providing staff training on an annual basis

4. Recommend the selection, transfer and retention of staff, as appropriate, in conjunction with Administrator for Human Resource
5. Direct the teaching staff in making decisions regarding pupil promotions, use of resources and space, special requests, pupil placement, maintenance priorities, and strategies in handling problems.
6. Model attitudes and behavior desired from staff and students.
7. Promote participatory decision-making including staff, parents, community, and students.
8. Facilitate weekly meetings of the school administrative team.
9. Co-chair School Council and conduct the required meetings.
10. Attend School Committee meetings.
11. Develop school improvement goals designed to produce improved student achievement.
12. Work with school administration and School Council to submit a School Improvement Plan
13. Develop and implement a District Curriculum Accommodation Plan.

ADMINISTRATIVE DUTIES:

1. Develop plans for the opening and closing of the school.
2. Responsible for teacher and student schedules.
3. Work with the administrative team to develop, review and submit an annual school budget.
4. Account for all school funds and the reporting of the same.
5. Maintain and upkeep all school records.
6. Develop and School Security/Safety Plan, and chair the School Safety & Security Team.
7. Provide regular and accurate reports regarding the condition of the physical plant.
8. Frequently inspect the plant facilities to insure an efficient and regular operation.
9. Supervise, record keeping, and tasks related to the building and its needs, including personnel not involved in the instructional area.
10. Establish and maintain an effective program for an efficient inventory storage and distribution of school materials and supplies.
11. Direct planning of alterations within the building.
12. Maintain compliance with all State/Federal laws and regulations.
13. Ensure the cafeteria staff provides for students and staff.

14. Monitor the overall learning climate in the building and on the grounds so as to assure a viable learning climate.
15. Supervise the budget to insure equitable funding for all existing programs.
16. Maintain a safe, orderly, and welcoming school environment and conduct a minimum of bi-monthly Safety Committee meetings.

PERSONNEL

1. Oversee adherence to multiple employee contracts and maintain open lines of communication with various unions.
2. Ensure staff participation in all facets of the operational procedures.
3. Ensure that all staff members understand their duties.
4. Develop and maintain the Employee Handbook.
5. Plan staff meetings and implement decisions.
6. Ensure that all staff members discharge duties and responsibilities effectively.
7. Assure substitute services in the absence of teachers.
8. Provide sufficient time in the schedule for classroom visits, completing observations and evaluations, and for assisting teachers to increase their effectiveness.

STUDENTS

1. Develop esprit de corps within the school
2. Coordinate the general supervision of the student body.
3. Make sure that a good discipline system is in place for the sake of the students, and to support Associate Principals with serious student issues.
4. Ensure student safety through regular fire drills and ongoing program of safety instruction.
5. Assist in procuring assistance for students suspected of having learning and emotional problems.
6. Interact with student advisory groups.
7. Provide for the safety and well-being of the student body.
8. Assume responsibility for the academic, physical, social and emotional components necessary for the learning of each student.
9. Assure equity and inclusion for all students.

CURRICULUM AND STAFF DEVELOPMENT

1. Serve as the instructional leader of the school and work with both the Administrator for Curriculum, Instruction and Assessments and the Administrator for Pupil Personnel Services HR to ensure that all students are exposed to a rigorous curriculum, differentiated instruction, and graduate both college and career ready.
2. Oversee staff Professional Development programs with the Administrator of Curriculum, Instruction and Assessment and Administrator of Pupil Personnel Services
3. Work, plan, revise, implement and evaluate new and existing technical and academic courses.
4. Oversee the security and administration of state assessments
5. Direct the preparation of Appeals for State Assessments
6. Provide regular and accurate reports regarding technical and academic progress of the school.
7. Interpret programs for students to the staff and parents.
8. Be responsible for the total assessment, development and implementation of curricula.

COMMUNITY

1. Be available to interpret school programs, needs, and activities to the school community.
2. Formulate and work with a parent support group.

COMMUNICATIONS

1. Communicate effectively with students, staff, parents and the Superintendent-Director.
2. Supervise the maintenance of all required records and reports.
3. Assume responsibility for all official correspondence and news releases.
4. Keep the Superintendent-Director informed of events/activities of an unusual nature, i.e., fire, vandalism, bomb threats, visits by dignitaries, as well as routine matters related to the Superintendent-Director's accountability.

OTHER

1. Participate in professional organizations.
2. Accept committee and program assignments as requested by the Superintendent-Director.
3. Perform any additional responsibilities specifically designated by the Superintendent-Director

TERMS AND CONDITIONS OF EMPLOYMENT

1. The nature of this position requires hours beyond the regular work day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.