# Pond Cove Elementary School Principal

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Pond Cove Elementary School Principal

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as Building Administrator (040) or equivalent/State of Maine Administrator Certificate
- Minimum of Masters Degree Special Knowledge/Skills
- Successful experience working in a leadership role in education
- Working knowledge of curriculum, professional development and assessment
- Excellent skills in communicating and collaborating with staff and parents
- Excellent skills in supervising and evaluating staff
- Classroom experience at the elementary level
- Excellent knowledge of elementary level curriculum and its inherent unique attributes

REPORTS TO: Superintendent of Schools

SUPERVISES: Faculty and Staff of Pond Cove Elementary School

JOB GOAL: To use leadership, supervisory, and administrative skills to develop, achieve and maintain the best possible educational program for the students of Cape Elizabeth that supports the mission, vision and beliefs of the Cape Elizabeth School Department.

PERFORMANCE AREAS:

- **Administration/Organizational Management** – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of school operations.
- **Budgeting/School Finance/Plant Management/Business Services** – The ability to effectively and efficiently utilize and manage the facility and assigned support services through responsible stewardship of school resources and a working knowledge of school finance, such that the needs of his/her school can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.
- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the school with the school board, central administration, staff, students, parents, and the general public - in large and small groups and with individuals.
- **Community Relations** – The ability to relate positively to the public; a view of the community/school relationship as a partnership; recognition of the need to be visible and active in the community and understanding the importance of considering community needs and wants.

- **Curriculum/Instruction** – The ability to work with staff to identify assessments, concepts and skills related to Maine's Learning Results, and to contribute guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies.
- **Educational Leadership** – The ability to inspire, motivate, guide and direct staff in setting and achieving the highest standards of educational excellence for the school and district.
- **Educational Renewal** – The ability to contribute to constructive educational change and demonstrate knowledge of current practices and research in school improvement.
- **Involvement in School and Community** – The ability to perform responsibilities as a visible presence in the school and to be aware of community developments, participating in and attending school events to the extent possible.
- **Personnel Management** – The ability to recognize school staffing needs, to perceive in candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- **Professional Development** – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- **Supervision/Evaluation** – The ability to supervise and evaluate staff and all activities through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of programs in general.

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- Administration/Organizational Management
  - Plan, organize, and direct (or oversee/approve) implementation of all school activities.
  - Oversee the school’s administration and instruction; make recommendations when central office or school board authorization is needed.
  - Work with other members of the leadership team (central office and other administrative staff) on matters and issues of more than individual school import, such as curriculum, special services, transportation, and the like.
  - Budget school time to provide for the efficient conduct of instruction, special events, and operational business.
  - Schedule the school day and classes within established guidelines to best meet students’ instructional needs.
  - Maintain high standards of student conduct, and enforce discipline as necessary, affording appropriate due process to students and parents.
  - Establish positive guides for proper student conduct and the maintaining of fair, consistent discipline.
  - Supervise the maintenance of accurate records on student progress and attendance.
  - Conduct staff meetings as necessary for the proper functioning of the school.
  - Plan and supervise fire drills and emergency preparedness program in accordance with legal requirements and established school system procedures.
  - Participate in principals’ meetings, negotiations meetings, and in such other meetings as may be required or appropriate.
  - Serve as an ex-officio member of all committees and councils within the school.

- Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the principal.

- Budgeting/School Finance/Plant Management/Business Services
  - Prepare and submit the school's budgetary requests, and monitor expenditures of allotted funds.
  - Supervise the maintenance of all required building records and reports.
  - Oversee appropriate accounting and control of school funds and student activities accounts.
  - Assume responsibility for the safety and administration of the school plant.
  - Oversee the daily use of the school facilities for both academic and non-academic purposes, including by school staff, students and the community.
  - Provide for adequate inventorying of school/school system property, and for the securing of and accountability for that property.
  - Work with maintenance, custodial and other staff to address facility needs.

- Communications
  - Keep the Superintendent informed of the school's activities and problems.
  - Respond to written, oral, and electronic requests for information from appropriate sources.
  - Develop and implement a plan for communicating with parents on a regular basis.

- Community Relations
  - Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
  - Assume responsibility for all official school correspondence and information.

- Curriculum/Instruction
  - Assume the responsibility assigned by school board/administrative policy in the development, revision, and evaluation of the school curriculum, and of the school's instructional and assessment practices.
  - In coordination with appropriate members of the leadership team, supervise the guidance program and other instructional and student support services to enhance individual education and development.

- Educational Leadership:
  - Establish and maintain a school climate that enhances teaching and learning.
  - Lead in the development, determination of appropriateness, and monitoring of the instructional program.
  - Assert leadership in times of crisis or civil disobedience in school in accordance with established policy and procedures.
  - Assume responsibility for the interpretation and implementation by the school's staff of all school board policies and administrative procedures/regulations.

- Serve as a member of such committees and attend such meetings as the superintendent may direct.
- Assume an active role as a member of the District Leadership Team providing input to district-wide decision making.

- Educational Renewal
  - Assist in the organizing of District renewal efforts and strategic planning.
  - Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies.
  - Keep abreast of educational changes and developments by attending appropriate meeting, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

- Involvement in School and Community
  - Maintain active relationships with students and parents.
  - Participate and maintain a visible presence at special events that recognize student achievement, as well as in typical school sponsored activities, functions, and extracurricular events.
  - Establish and maintain relationships with local community groups and individuals: - To foster understanding and solicit support for overall school objectives and programs; - To interpret school building policies and procedures; and

- Personnel Management
  - Coordinate personnel needs with appropriate other members of the leadership team.
  - Participate in the recruiting, screening, nomination, training, assigning, and evaluating of school building personnel.
  - To discuss/mediate and resolve individual student problems with school staff.

- Professional Development
  - Orient newly assigned school staff members and assist in their development, as appropriate.
  - Participate in the in-service orientation and training of school staff.
  - Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.

- Supervision/Evaluation
  - Assume responsibility for supervision of all administrative, certified, and support staff attached to the school.
  - Supervise the school’s instructional and assessment practices.
  - Assume responsibility for evaluating and counseling of all staff members regarding individual and group performance.

    - Recommend, according to established procedures, the dismissal or non-renewal of a staff member whose performance is unsatisfactory.
    - Assume responsibility or supervision and evaluation of the school's extracurricular program.

- Other
- Provide for regular and special conferences between parents and teachers
- Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- Perform such other tasks as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Administrators Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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