

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

PRINCIPAL

QUALIFICATIONS:

1. Master's Degree with course work in Educational Administration (Elementary)
2. Valid Maine certificate as Elementary School Principal
3. Successful elementary, middle or secondary level experience

REPORTS TO: Superintendent of Schools

SUPERVISES: All professional and support personnel who are assigned to the school

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the educational development of each student and the effective performance of school personnel

INSTRUCTIONAL LEADERSHIP

Curriculum, Instruction and Assessment

1. Provides leadership in the creation, implementation, and evaluation of instruction, curriculum and assessment.
2. Encourages and provides opportunities for staff to review current research, collaborate on educational issues and to challenge the status quo.
3. Facilitates changes that will create a continuously improving system of education and enhanced student learning.
4. Provides guidance and direction for instructional improvements and takes calculated risks to achieve instructional goals.

ORGANIZATIONAL LEADERSHIP

Vision/Mission

1. Articulates a shared vision to all constituent groups and encourages work that is in concert with the district's short- and long-term strategic goals.
2. Demonstrates creativity and innovative thinking in an effort to reinforce the district's mission, vision and beliefs.

Climate/Culture/Attitude

1. Works successfully to establish a 'culture of learning' and trust for all members of the school community.
2. Demonstrates a positive attitude and serves as a role model in assisting to create a productive, dynamic and professional learning environment.
3. Fosters positive morale and team spirit. Recognizes, encourages, and celebrates excellence in staff and students.

4. Maintains a high level of visibility within the classroom and at school events and school-related community events.
5. Works to promote a climate, culture and attitudes that are consistent with the district's educational philosophy.

Public Relations

1. Informs those who have a need to know of important issues the school or district is undertaking and makes an effort to listen and respond to student, staff and community concerns.
2. Establishes reliable methods that support effective, two-way communication and improved public relations.
3. Demonstrates solid and effective listening skills.

Planning

1. Adopts a planning process that is collaborative and encourages stakeholder involvement.
2. Assumes a leadership role in plan development and communicating short- and long-term goals; provides support for achievement of goals, objectives, and specific actions consistent with the "bigger plan."
3. Recognizes and celebrates incremental achievements as planning initiatives are completed.

MANAGERIAL LEADERSHIP

People Management and Development

1. Contributes to the design of procedures and systems that successfully attract, retain, and develop the best possible staff.
2. Supports professional development efforts that focus on personal growth, knowledge acquisition, instructional improvement, and, ultimately, improved student learning.
3. Mentors, supervises, evaluates, and provides assistance and constructive, professional feedback on job performance for staff.

Fiscal Accountability

1. Involves members of the school community in developing budget priorities for the program/school that are consistent with the overall mission and vision of the school district.
2. Exercises creativity in allocating resources, finding innovative ways to provide services and finding new resources to support programs.
3. Effectively manages spending, budgeting and financial accountability systems.

Marketing

1. Develops tools that effectively market the school to an external audience.
2. Takes advantage of and creates opportunities to market the school.

GENERAL

Personal & Professional Growth

1. Makes clear progress toward Professional Growth.
2. Professional remains current with regard to educational research.
3. Engages actively in professional activities and organizations.
4. Models the same level of learning that they expect of others.
5. Performs such other duties and responsibilities as may be assigned by the Superintendent

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

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

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: As specified by contract.

EVALUATION: Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the Superintendent of Schools

History: Approved: 04/10/2002, 11/18/20

Approved: April 14, 2021