

School Principal

Athol-Royalston Regional School District, Athol Massachusetts

Job Description

To build a structure of relationships within the school so that all children can learn; use professional knowledge and skills to foster conditions where all children can grow to their full potential.

Job Details

- Provide and/or develop with teachers a clear vision of what the school should be, focusing on students and their needs.
- Articulate the vision to the school, parents and the community.
- Model important goals and behaviors in such a way as to signal others of what is valued in the school.
- Consistently demonstrate a commitment to academic goals for students and for educators.
- Create a climate of high expectations in the school characterized by a tone of respect for teachers, students, parents, and community.
- Use the data based decision making process to support movement toward the vision.
- Maintain a visible presence throughout the school.
- Visit classrooms daily, getting into every classroom at least twice weekly.
- Interact with students and staff in hallways, in classrooms, in the cafeteria, and on the playground.
- Participate in professional development activities with teachers.
- Use resources to promote the best possible educational opportunities for students.
- Design and present school budget to superintendent yearly after collaborating with teachers and staff and school council on content.
- Provide materials appropriate to the curriculum that will enhance instruction.
- Develop and implement a master schedule that adheres to district structures.
- Protect instructional time by maintaining order and discipline, minimizing factors that may disrupt the learning process.
- Assign staff according to their strengths.
- Motivate staff through clear expectations, feedback, and encouragement in innovation.
- Provide professional development opportunities matching staff need and district strategic plan.
- Remain current in pedagogical trends and instructional materials so as to provide support for teachers.
- Create and submit School Improvement plan to school committee for approval.
- Use the evaluation process to promote professional growth within the teachers, staff and other building administrators.
- Work with teachers to use student assessment data to plan daily instruction that will meet individual students needs.
- Hire needed personnel.
- Administer School Committee policy.
- Collaborate and evaluate all custodial staff in collaboration with Director of Facilities to ensure proper maintenance of the building.
- Participate in administrative team initiatives and other district activities.
- Attend all DILT and principals meetings.
- Hold bi-weekly ILT meetings in building creating agenda that aligns to district ILT description of purpose.
- Communicate school matters to the appropriate audiences.
- Keep the Superintendent informed of all activities within building that relate to teaching, student learning, parent engagement and major discipline and or emergency situations.

- Submit reports to the Superintendent and School Committee as requested.
- Maintain communication with the community through newsletters, parent conference and community activities and events.
- Involve teachers in data analysis of student assessment data and resulting instructional planning.
- Plan and facilitate faculty meetings and School Council meetings.
- Participate in PTG meetings.
- Evaluate and support professional teaching staff, non-certified staff, support staff and all other resource and service personnel functioning within the school.
- Any other tasks as assigned by superintendent.