

School Administrative Unit #9
176A Main Street, Conway, New Hampshire 03860
Telephone : 603-447-8368 Fax: 603-447-8497

Please see page 2 and 3 for Elementary Principal Job Description

CONWAY SCHOOL DISTRICT
John H. Fuller Elementary School

ELEMENTARY PRINCIPAL K-6
Proposed start date: July 1, 2012

This 230 student K-6 elementary school in the beautiful Mount Washington Valley seeks an instructional leader with experience in school administration. The successful candidate will provide leadership for all building programs and activities; work collaboratively with staff to develop and implement action plans for raising student achievement; support and foster current instructional practice; coordinate hiring, supervising and evaluating staff; coordinate and monitor the budget process; and serve as a visible and articulate presence within the community to enhance support for education.

NH Principal certification/eligibility required. Starting salary range \$70,000-\$73,000 (215 days) depending on experience. The Conway School District offers a competitive benefits package.

Application Deadline February 3, 2011

To apply, send letter of interest, résumé, verification of NH certification/eligibility, transcripts, application, and 3 letters of reference to:

Dr. Carl Nelson, Superintendent
School Administrative Unit #9
176A Main St., Conway, NH 03818

EOE

Please see page 2 and 3 for Elementary Principal Job Description

JOB DESCRIPTION

TITLE: Elementary Principal

QUALIFICATIONS:

- (1) New Hampshire certification as Principal required.
- (2) Master's degree required in the area of elementary education /administration.
- (3) Minimum of 3 years of successful teaching experience.
- (4) Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student; so as to contribute to their becoming mature, able and responsible men and women.

SUPERVISES: Teachers, support personnel and Title I personnel permanently assigned to the building.

PERFORMANCE RESPONSIBILITIES:

1. Interprets and enforces district policies and administrative regulations.
2. Acts upon own discretion in matters not covered by Board policy.
3. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
4. Organizes and administers the public relations program of the school.
5. Engages in short and long-range planning.
6. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
7. Must assume responsibility for his/her own professional growth and development.
8. Initiate, design, and implement programs to meet specific needs of the school.
9. Orient new staff members and assist in their development.
10. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.

11. Prepares and submits the school's budgetary requests, and helps to monitor expenditure of funds.
12. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
13. Participates in Administrative counsel meetings and such other meetings as required or appropriate.
14. Keeps the Superintendent informed on important school activities and problems.
15. Supervises all professional, paraprofessional, and non-teaching personnel attached to the school.
16. Assumes and shares responsibility for the safety and administration of the school plant.
17. Plans and supervises fire drills and emergency programs.
18. Plans and coordinates work of staff members.
19. Supervises the maintenance of all required records and reports.
20. Administration of a program of reporting pupil progress to parents.
21. Provides substitute teachers in case of teacher absence.
22. Promotes and encourages community involvement.
23. Creates a positive and friendly atmosphere conducive to learning.
24. Conducts meetings of staff as necessary for the proper functioning of the school.
25. Makes provision for being available to students and parents for educational related purposes outside the instructional day when required or requested to do so under reasonable terms.
26. Assists in the operation of the transportation program.
27. Provides leadership to assure continuity and correlation of curriculum between elementary and middle school.
28. Coordinates the activities of custodial and maintenance personnel assigned to the building.
29. Coordinates the activities of cafeteria personnel assigned to the building.
30. Coordinates the activities of any itinerant teachers or special education personnel assigned to the building.
31. Assumes responsibility for any other duties that may be assigned by the Superintendent of Schools.