

GORHAM SCHOOL DEPARTMENT

TITLE: School Principal

QUALIFICATIONS:

1. Maine Department of Education certification as Principal/Building Administrator (#40)
2. Demonstrated leadership in education and a minimum of two years as an Assistant Principal
3. Knowledge of all pertinent legal requirements at both the State and Federal levels

REPORTS TO: Superintendent of Schools

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

RESPONSIBILITIES:

1. Practices participatory management; possesses good organizational skills and the knowledge of effective administration of school operations.
2. Effectively and efficiently utilizes and manages 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.
3. Articulates effectively, both orally and in writing, the successes and needs of the school with the school committee, central office administration, staff, students, parents, and the general public.
4. Relates positively to the public; views the community/school relationship as a partnership; recognizes the need to be visible and active in the community and understands the importance of considering community needs and wants
5. Works with staff to identify assessments, concepts and skills related to Maine's Learning Results and Common Core Standards, and contributes guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies. Serves as a member of the Curriculum and Assessment Council.
6. Inspires, motivates, guides and directs staff in setting and achieving the highest standards of educational excellence for the school and district.
7. Contributes to constructive educational change and demonstrates knowledge of current practices and research in school improvement.
8. Performs responsibilities as a visible presence in the school and is aware of community developments, participates in and attends school events to the extent possible.
9. Recognizes school staffing needs, perceives in candidates the potential for suitability, and contributes to an effective recruitment/selection/retention process.

10. Contributes to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
11. Supervises and evaluates staff and all activities and contributes to the improvement of instruction and the effectiveness of programs in general.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the School Committee's policy on evaluation – *Evaluation of Administrators*.

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 all work requirements that may be inherent in the job, either at present or in the future.

January 2012