



# MAYNARD PUBLIC SCHOOLS

Maynard Public Schools • 12 Bancroft Street • Maynard, Massachusetts 01754 • 978-897-2222 • www.maynardschools.org

**POSITION: PRINCIPAL**

**REPORTS TO: Superintendent of Schools**

## **POSITION DESCRIPTION:**

The principal provides leadership to the school community and to the Maynard School District. As the school site leader, the principal serves as a teacher of teachers, focusing curriculum and instruction on increasing student learning. The principal both oversees the daily operations of the school and provides long-term visioning to ensure student-centered, effective, and efficient practices. In addition, the principal implements policies and directives as assigned by the Maynard School District, the Massachusetts Department of Elementary and Secondary Education, and the federal government. Working closely with the Superintendent of Schools, the Assistant Superintendent, the Director of Special Needs, and the Business Administrator, the principal implements policies and directives promoting the success of all students, accountability in all practices, and fiscal responsibility at the site and district levels. The principal serves as a member of the Leadership Team and provides leadership in directing initiatives of the district.

## **MAJOR RESPONSIBILITIES:**

### Educational Leadership:

1. Serves as the school site leader, the primary liaison between the school and the district office, and the primary spokesperson between the school and the larger community
2. Leads with principles, integrity, courage, vision and compassion
3. Acts in accordance with the ethical principles of the profession
4. Communicates the school and district vision, goals, needs, and accomplishments to students, school personnel, families and the community
5. Establishes and maintains a healthy school climate focusing on the learning of students and staff
6. Promotes ongoing communication with parents and community agencies, effectively involving them in the education of children
7. Provides direction to staff in developing and maintaining a rigorous and relevant curriculum which meets the needs of students in the twenty-first century
8. Implements and monitors school curriculum to ensure that content, scope and sequence are appropriate to student learning at different grade levels
9. Implements and supervises the evaluation of instructional programs; interprets data to improve learning and teaching
10. Integrates theory, principles, practices, and recent research for effective teaching, learning and curriculum development
11. Uses resources within the community to enhance curriculum and instruction
12. Supervises and evaluates staff; works to ensure excellence in instruction and ongoing improvement
13. Serves as an agent for productive change within the school and the district

14. Implements comprehensive student support services and activities geared to the needs and interests of all students.

#### School Management:

15. Demonstrates effective management of the school
16. Collaborates well with staff in decision-making, team building and developing productive strategies which foster improving learning and teaching
17. Communicates prudent fiscal practices to staff and administers the school budget
18. Maintains respectful, honest, open and effective communication with school staff, the district office, parents, and community members; appraises the Superintendent of significant events occurring in the school
19. Oversees the management of the school facilities and services, working closely with the Business Administrator to ensure productive practices
20. Coordinates information technology at the school level to ensure consistency with the district technology plan and sound fiscal actions
21. Understands methods and approaches to organizational change and uses these in creating and maintaining a healthy school climate which promotes dialogue and the exchange of ideas leading to increased student learning
22. Foresees potential difficult, negative, and/or volatile situations and takes productive steps to prevent them from happening
23. Observes all conditions of contracts and uses conflict resolution, mediation, and negotiation strategies to resolve conflict

#### Professional Development:

24. Coordinates an effective and comprehensive site professional development program with staff members which focuses on the vision and goals of the school and which is consistent with district staff development goals and objectives
25. Models ongoing professional development through personal scholarship, reflective practices, and serving as a teacher of teachers
26. Applies knowledge of adult learning to effective staff development programs
27. Provides resources and opportunities to enhance staff performance
28. Administers services and programs which acknowledge the diverse needs of both seasoned educators and new teachers
29. Develop a personal plan for professional development based upon self-reflection and external evaluation

#### Equity:

30. Serves as an advocate for equal access to education and equal opportunities in education for all children
31. Applies and adapts school or state guidelines to meet needs of a diverse student population in compliance with federal and state law, state regulations, and School Committee policy, as applicable
32. Promotes respect for all members of the school community; accepts and respects individual and group differences with regard to gender, language, race, sexual orientation, religion and socioeconomic background
33. Fosters a school climate that addresses the individual needs of students in a diverse society
34. Recognizes and addresses bias in teaching materials, assessment instruments, school practices and school organization
35. Works closely with the Director of Special Needs in ensuring that appropriate instruction and services are provided for students with special needs.

36. Performs all other responsibilities as determined by the Superintendent of Schools.

**QUALIFICATIONS:**

1. Demonstrated instructional leadership skills
2. Demonstrated commitment to parent involvement in schools
3. Excellent interpersonal skills
4. A strong vision of education
5. Commitment to professional development for self and others
6. Understanding of curriculum development
7. Strong supervision and evaluation skills
8. Understanding of technology as a teaching and learning tool
9. Master teacher
10. A strong commitment to public education
11. A strong belief that all children can meet high academic standards
12. Knowledge of Massachusetts Education Reform
13. Knowledge of No Child Left Behind legislation
14. Commitment and understanding of diversity
15. Masters degree
16. Massachusetts Department of Elementary and Secondary Education licensure as a Principal.

**EVALUATION OF PERFORMANCE, TERMS OF EMPLOYMENT AND SALARY:**

Evaluation of performance will be performed at least annually by the Superintendent of Schools or his or her designee. Terms of employment and salary are negotiated individually with the Superintendent of Schools.