

**JOB DESCRIPTION  
ADMINISTRATIVE REGULATION GCA-RE**

**1:0 PRINCIPAL – ELEMENTARY**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Elementary School Principal reports to and is evaluated by the Superintendent of Schools.

**3:0 FUNCTIONS AND DUTIES- THE ELEMENTARY SCHOOL PRINCIPAL IS THE EXECUTIVE LEADER RESPONSIBLE FOR THE COMPLETE OPERATION OF THE SCHOOL.**

3:1 The Elementary School Principal carries out all mandates of principals as outlined by the Massachusetts Education Reform Law of 1993, including but not limited to co-chair of School Councils, evaluation procedures, etc.

3:2 The Elementary School Principal understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Elementary School Principal coordinates and serves as chairperson for TBST meetings and is responsible for all special needs programs within the school following appropriate local, state, and federal standards as they apply.

3:4 The Elementary School Principal applies knowledge of auxiliary programs (transportation, food service, student services, and facilities and maintenance management) that support the core values and goals of the school and district.

3:5 The Elementary School Principal coordinates all state and local testing procedures following state and local directives.

3:6 The Elementary School Principal Prepares, under procedures established by the Director of Business Administration, an annual operating building budget, administers this building based budget, coordinates the maintenance and grounds of the building.

**4:0 THE ELEMENTARY SCHOOL PRINCIPAL FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

**4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY**

4:1.1 The Elementary School Principal understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

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- 4:1.2 The Elementary School Principal balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
- 4:1.3 The Elementary School Principal communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.
- 4:1.4 The Elementary School Principal expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

- 4:2.1 The Elementary School Principal recognizes that student learning must be the focus of all school programs and activities.
- 4:2.2 The Elementary School Principal is the instructional leader who oversees the use, alignment, consistency, and effectiveness of delivery of the district's curricula to achieve high levels of achievement for all students.
- 4:2.3 The Elementary School Principal develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.
- 4:2.4 The Elementary School Principal has line authority over all subordinate staff working within his/her building including any special subject teachers, special needs teachers, clerical, custodial, supervisory personnel, educational support personnel, part-time staff, tutorial staff, federally funded program staff, etc., regardless of the financial source of the individual's program funding.
- 4:2.5 The Elementary School Principal believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school to nurture, develop, and encourage each and every student.
- 4:2.6 The Elementary School Principal holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.

4:3 SAFE ENVIRONMENT

- 4:3.1 The Elementary School Principal constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

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- 4:3.2 The Elementary School Principal affects pupil behavior through fair, firm and consistent adherence to the guidelines set forth in the Elementary School Handbook in order to maintain a high level of safety, order, and discipline for all students.
- 4:3.3 The Elementary School Principal builds caring and considerate relationships that demonstrate regard and respect for all people.

**4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

- 4:4.1 The Elementary School Principal believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Elementary School Principal resolves problems and makes decisions based on age appropriateness and common sense when dealing with issues and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Elementary School Principal develops with the counseling and teaching staff a full program of student advisement, counseling, and guidance services.
- 4:4.4 The Elementary School Principal plans and manages student activity programs to fulfill student developmental, social, cultural, athletic, leadership and scholastic needs.
- 4:4.5 The Elementary School Principal adheres to professional codes of ethics: maintains trust and confidentiality; models legally and orally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

- 5:1 The Elementary School Principal shall hold Massachusetts Certification credentials as a PreK-6 Principal. Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a secondary teacher in a single school system with the granting of professional teacher status in the position.
- 5:2 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and the Elementary School Principal regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.