

**DERBY PUBLIC SCHOOLS**

**Job Description**

Position: Principal

ELSA Status: Exempt

Reports To: Superintendent

Bargaining Unit: Administrators

Supervises: DHS Teachers and Support Staff

Work Year: 12 Months (220 Days)

Reviewed: 07/2011

Revised: 07/2011

**General Description**

To develop and implement the School's overall educational program within the framework of established Board of Education policies and district curriculum plans and procedures. To maintain effective performance levels through the ongoing supervision and evaluation of the school's professional and support staff.

**Qualifications and Requirements**

- Connecticut Administrator's Certificate 092 required
- Graduate degree with specialization in school administration
- Skills in instruction and curriculum at the secondary level
- Administration and supervision of staff
- Ability to work effectively with persons at all levels
- Ability to communicate effectively, both orally and in writing
- Knowledge and experience with school-level budget development

## **Duties and Responsibilities**

- Oversees and monitors continuously curricular offerings of the school by analyzing and evaluating their effectiveness.
- Keeps well informed of current educational trends, developments and research to ensure that a comprehensive, well-balanced academic program exists in the school.
- Initiates/designs curricular revisions/new course offerings, in concert with the Superintendent, as required by the needs of the students.
- Establishes and maintains an effective learning climate in the school.
- Establishes high standards for student conduct and administers discipline to maintain the standards.
- Assumes responsibility for planning, organizing and directing all school activities.
- Assists in recruiting, screening and hiring new staff, both certified and non-certified.
- Supervises and evaluates teachers on a continuing basis as outlined in the District's Teacher Evaluation Plan.
- Facilitates the development of effective working relationships between and among staff and support personnel in order to provide for effective services to pupils.
- Organizes staff to maximize instructional as well as extra-curricular opportunities for students.
- Assigns all teaching responsibilities and duties on a fair and equitable basis.
- Conducts regular staff and department meetings to keep staff informed of all school policies, programs and activities.
- Supervises and evaluates the performance of the non-certified staff assigned to the building.
- Mediates/resolves problems or concerns between and among faculty and/or other staff personnel.
- Interprets Board of Education policies and administrative directives to the staff.
- Provides support, encouragement and direction for staff members seeking to improve their skills.
- Interprets the educational program of the school to the community.
- Arranges conferences with staff, students and parents as needed.
- Maintains communications with agencies outside of the school that provide services to students.

- Attends community functions on behalf of the school.
- Publicizes student and staff achievements to the community on a regular basis.
- Prepares the school budget and presents it to the Superintendent.
- Develops the school schedule for all courses and students.
- Meets with the maintenance supervisor on a regular basis to ensure plant safety, cleanliness and maintenance.
- Provides a school environment that is conducive to learning.
- Establishes policies and procedures for the safe storage for all school records.
- Informs the Superintendent of Schools of all school activities and problems.
- Plans and supervises fire drill and emergency procedures.
- Ensures that school grounds are properly maintained.
- Establishes and maintains high standards of student performance and conduct.
- Performs any other duties and responsibilities that are assigned by the Superintendent of Schools.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's appointing authority, or designee.

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Superintendent or designee

Date

My signature below signifies that I have acknowledged the contents of my job qualifications and have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Employee

Date