

# **Rangeley Lakes Regional School**

**TITLE:** Principal PreK-5

**QUALIFICATIONS:**

- Master's degree
- Five years of experience in teaching and/or administration
- 0.45 certification or ability to be certified

**REPORTS TO:** Superintendent

**SUMMARY:** Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interacts with students to encourage each individual to perform at their highest level.
- Oversees PreK-5 staff.
- Resolves staff problems and provides support to teachers.
- Provides supervision of students PreK-5.
- Evaluates performance of professional and support staff personnel.
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, the state and/or federal level.
- Assists with and supervises the process of curriculum, assessment and instructional development.
- Promotes staff development programs that are based upon an assessment of needs.
- Works with others in the school system to assure coordinated planning and program implementation.
- Participates in the screening, selection and orientation of professional and support personnel.
- Organizes and implements an effective program of public information, articulating the school's mission, needs and programs.
- Remains fully informed about emerging trends in education and participates in activities designed to promote personal and professional growth.
- Performs such other responsibilities as may be assigned by the Superintendent.

**SUPERVISORY RESPONSIBILITIES:**

Manages and supervises school employees within grades PreK-5. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**TERMS OF EMPLOYMENT:** As established per contract.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, faculty, parents, students and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in various forms and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and board of education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include both close vision, and distance vision.

**EVALUATION:** Every three years

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending on the activity in the particular part of the day.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.