

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Principal

**QUALIFICATIONS:**

1. Master's Degree from an accredited institution
2. Principal certification or eligible for certification
3. Knowledge of and experience implementing school processes and laws
4. Five years of classroom teaching experience or providing school related services
5. Two years of experience as a building Assistant Principal
6. Experience and other qualification as specified by the Superintendent

**REPORTS TO:** The Superintendent

**JOB GOALS:**

- Serves as the educational leader and manager of the school
- Maintains a positive tone and culture in the school
- Faithfully implements NH Administrative Rules Ed 304.01

**PERFORMANCE RESPONSIBILITIES:**

1. Sets an example of high professional standards
2. Demonstrates strong leadership in decision-making
3. Responds to inquiries within 24 hours when in attendance
4. Supports and is loyal to the School Board, Superintendent
5. Develops school wide goals and procedures which reflect the district goals.
6. Communicates policies, procedures, and general information to faculty, staff, students, parents and community members regularly
7. Develops and revises the student/parent handbook for School Board approval each July
8. Is knowledgeable of and faithfully implements all school District handbook rules and practices
9. Is knowledgeable of and faithfully follows NH department of Child and Youth Service guidelines
10. Is knowledgeable of and follows NH judicial system rules
11. Is knowledgeable of and faithfully implements all School Board policies
12. Is knowledgeable of and faithfully supports and implements NH public school standards and NH curriculums standards
13. Provides for development, coordination, alignment and improvement of the curriculum, assessment and instruction in the building
14. Is knowledgeable of and implements best practices in teacher support and evaluation in accordance with the District's teacher evaluation plan
15. Oversees the professional development of the staff
16. Manages and oversees the activities of the Title IIA grant for Professional Development with the approval of the Superintendent
17. Is responsible for new staff orientation
18. Is responsible for the day-to-day running of the school building
19. Is responsible for the scheduling staff duties

20. Is responsible for the determination of residency of students
21. Enforces the compulsory attendance law
22. Oversees the Ellis School portion of the District website
23. Is knowledgeable of and faithfully implements the local collective bargaining agreements
24. Is knowledgeable of and implements best practices in curriculum, instruction, and assessment
25. In knowledgeable of, and fairly and consistently implements best practices and District policy for school discipline
26. Is responsible for building and implementing the annual school budget, and oversees and recommends textbooks, equipment and supplies.
27. Is responsible for providing the Superintendent with highly qualified nominees for the hiring staff
28. Is responsible for the creation and implementation of the school and employee's daily schedules
29. Assures that substitute teachers have been secured and that all duties are covered.
30. Demonstrates a high level of personal organization and efficiency
31. Demonstrates the ability to remain calm and make high quality decisions in difficult circumstances
32. Demonstrates flexibility and understanding in dealing with parents and the public in general
33. Maintains positive and respectful interpersonal relationships with all students, parents, school and District staff, superiors, and the general public
34. Demonstrates a graduate school level of writing and communication skills
35. Is a member of the student study team (or its equivalent) and faithfully implements the decisions of that team
36. Aggregates, interprets and analyses, and disseminates useful information from student data to the stakeholders
37. Is responsible for student and staff safety and is a member of the Emergency Management Committee or its equivalent
38. Is a member of the administrative team, attends all meetings, and fully participates in shared decision-making
39. Faithfully supports and promotes the school mission, vision, and strategic plan
40. Attends School Board meetings at the request of the Superintendent
41. Faithfully supports the decisions of the Principal, Superintendent, and School Board in words and actions
42. All duties as required by NH Administrative Rules Ed 304.01
43. Other duties as assigned by the Superintendent from time to time

**TERMS OF EMPLOYMENT:**

- 260 Days – Is expected to be in the building for all of the 185 days of the school calendar. Days out of the building require the approval of the Superintendent.
- 8 hour day includes 30 minute lunch break. Workday must cover all time when students are in the building in conjunction with the Assistant Principal. Extended days may be frequently required.
- Clear criminal background check
- Verification of health to perform job
- Valid NH Principal Certification or eligible for certification
- Valid driver's license
- Administrative contract with salary and benefits defined by school District policy

**EVALUATION:** Annually by the Superintendent

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Occasionally required |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Rarely required       |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Occasionally required |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Not required          |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering               | frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Occasionally required |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |
|--------------------------|--|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |   |              |
|---|--------------|
| 1. Short demonstration only                                   | _____        |
| 2. Any beyond short demonstration up to and including 30 days | _____        |
| 3. 30-90 days   | _____        |
| 4. 91-180 days  | _____        |
| 5. 181 days to 1 year   | _____        |
| 6. 1 to 2 years   | _____        |
| 7. 2 to 4 years   | <u>  X  </u> |
| 8. 4 to 10 years  | _____        |
| 9. Over 10 years  | _____        |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of the is job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.