

## FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Elementary School Principal
- II. CERTIFICATION/QUALIFICATIONS: Minimum of five years of successful experience in education, including administrative or supervisory background. Experience at elementary school level is essential. Demonstrated outstanding instructional leadership; strong knowledge of current practices and theory in education. Strong skills in the use of technology for data management and analysis. An outstanding and visible communicator who welcomes interaction with all members of the school community and community at large; An ability to foster a positive culture that contributes to the success of all students and cultivates a professional learning community focused on outcomes; Strong communication and interpersonal skills.  
  
Certified or eligible for certification by the Connecticut State Department of Education as an Intermediate Administrator or Supervisor. (092 endorsement)
- III. WORK YEAR: 12 Months (225 working days)
- IV. REPORTS TO: Director of Elementary Education
- V. JOB GOALS:
  - A. To develop a school climate which will include a program to provide for the academic, physical, social and emotional growth of all pupils and professional development of staff.
  - B. Supervise the planning and implementation of the program of instruction on the elementary level.
  - C. Plan, budget for, and implement a program of operation and administration.
  - D. Work cooperatively with Central Office, Curriculum Leaders and coordinators, other Principals and teachers in the development and implementation of new or revised curricula.
  - E. Provide leadership and be an agent of change.
- VI. MAJOR RESPONSIBILITIES:
  - A. Administration

1. Serves on the Superintendent's Administrative Council and other various system-wide committees and special selected study groups.
2. Plans, calls and conducts regular meetings of the elementary school staff.
3. Plans, calls and conducts regular building Planning and Placement Team meetings.
4. Assures the proper care and maintenance of the school plant and grounds.
5. Plans and administers pupil services programs such as Remedial Reading, Tutoring, Speech and Hearing, Pre-school programs and other special services.
6. Plans and administers Special Education and Guidance Programs.
7. Initiates, reviews and recommends all budget requests which relate to the building.
8. Plans, organizes and executes the many schedules necessary for the effective operation of the school.
9. Administers the necessary procedures for the health and safety of the children.
10. Maintains an effective procedure for attendance as mandated by the State of Connecticut, and oversee procedures for the maintenance of records and other data.
11. Administers additional programs and special projects.
12. Plans cooperatively with the P.T.A. and other school related groups.

B. Curriculum

1. Works with the Director of Curriculum, Instruction and Assessment, Curriculum Leaders and teachers in the development and implementation of new and existing curriculum.
2. Provides means for keeping staff informed of development in subject matter, instructional methods and materials.
3. Encourages and assists teachers to experiment and develop new programs.

4. Provides adequate basic and supplementary instructional materials.
5. Maintains firsthand knowledge of the elementary curriculum.
6. Utilizes community resources to enrich the basic curriculum.
7. Takes an active role in the continuing evaluation of all curriculum areas.
8. Provides opportunities for the staff to discuss curriculum effectiveness and make meaningful plans for meeting pupil needs.

### C. Personnel

#### 1. Staff Development

- a. Helps promote programs for the professional growth of staff.
- b. Works with the Human Resources office, Director of Elementary Education and Curriculum Leaders in interviewing and selection of staff.
- c. Makes decisions and recommendations in the utilization of staff members in the building in the most effective manner.
- d. Works with staff for more effective testing, evaluation and reporting of pupil progress and programs.

#### 2. Supervision and Evaluation

- a. Conducts a planned program of supervision, which includes classroom observations with follow-up conferences, demonstration lessons by the principal and/or Curriculum Leaders or Coordinators.
- b. Supervises the student teacher program at the building level.
- c. Conducts regular evaluations of all members of the school staff.
- d. Helps non-tenured teachers attain tenure or be prepared to counsel them out of teaching.

VII. MISCELLANEOUS:

1. Performs whatever task is assigned by the Superintendent of Schools or other duly recognized authority.
2. Cooperates with colleagues.
3. Demonstrates through professional growth an interest in educational concerns.
4. Maintains the ethics of the profession.

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Revised 3/95

Revised 8/04

Revised 3/08

Revised 3/12