

LONDONDERRY SCHOOL DISTRICT
Job Description



***Position Title: Elementary School Principal
Administrator***

JOB ANALYSIS

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the district's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

REPORTS TO

Superintendent

ESSENTIAL FUNCTIONS

(The following are illustrative of the responsibilities associated with this position and are not intended to be all-inclusive.)

- Develops and evaluates educational program to ensure conformance to state and school board standards.
- Serve as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment.
- Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.
- Confers with teachers, students, and parents concerning educational and behavioral problems in school.
- The ability to utilize technology and lead his/her staff in the application of technology as a tool for enhancing student achievement
- Allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning.
- Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices.

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ESSENTIAL FUNCTIONS con't.

- Develops and administers educational programs for students with mental or physical disabilities in cooperation with the Assistant Principal and Director of Pupil Services.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Apply concepts of curriculum, research, theory, and design to achieve academic expectations.
- Promote multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation.
- Assess needs of the student population and available resources and uses this information to align mission of the school with student needs.
- Provide liaison with students, parents, staff, parent groups, community agencies and promote positive public and school-community relations.
- Enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards.
- Provide leadership to the school based decision-making council and related committees.
- Provide leadership to parent organizations related to all school programs.
- Provide leadership for the planning, management and supervision of the extra-curricular programs.
- Knowledge and implementation of lockdown procedures, fire drills, emergency backpacks to insure a safe school environment.
- Performs other duties as assigned by the Superintendent of Schools.

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KEY COMPETENCIES

- Organizing and planning
- Problem analysis and problem solving
- Judgment skills
- Critical thinking skills
- Communication skills
- Presentation skills
- Integrity
- Coaching skills
- Persuasive ability
- Adaptability

QUALIFICATIONS

- NH Certification/able to receive, as a Principal
- Master's Degree from an accredited college or university
- Minimum of three (3) – five (5) years of administrative experience, experience in teaching and/or educational services or applicable experience (Elementary School Preferred)

TERMS OF EMPLOYMENT

Full Year position. Refer to the contract between the Londonderry School Board and the position holder.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

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Physical Requirements/Environmental Conditions

- Typically sitting at a desk or table.
 - Intermittently sitting, standing, or stooping.
 - Typically standing or walking.
 - Lifting light objects (less than 25 pounds).
 - Lifting heavy objects (more than 25 pounds).
 - Work is typically performed in an office.
 - Work is typically performed outdoors.
 - Work is performed in a noisy place.
 - Work exposes me to machinery and its moving parts.
 - Work is performed outdoors regardless of the weather.
 - Work requires being in high places or working with dangerous machinery and sharp tools.
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DEFINITION OF DURATION OF PHYSICAL ACTIVITIES

- (N) NOT REQUIRED**
- (R) RARELY** Activity exists up to 1/8 of the time on the job.
- (O) OCCASIONALLY** Activity exists up to 1/3 of the time on the job.
- (F) FREQUENTLY** Activity exists up to 2/3 of the time on the job.
- (C) CONSTANTLY** Activity exists over 2/3 of the time on the job.
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Lift up to 10 lb.	N	R	<u>O</u>	F	C	Twisting	<u>N</u>	R	O	F	C
Lift 11 to 25 lb.	N	<u>R</u>	O	F	C	Bending	N	<u>R</u>	O	F	C
Lift 26 to 50 lb.	<u>N</u>	R	O	F	C	Crawling	<u>N</u>	R	O	F	C
Lift over 50 lb.	<u>N</u>	R	O	F	C	Squatting	N	<u>R</u>	O	F	C
						Kneeling	N	<u>R</u>	O	F	C
Carry up to 10 lb.	N	R	<u>O</u>	F	C	Crouching	N	<u>R</u>	O	F	C
Carry 11 to 25 lb.	N	<u>R</u>	O	F	C	Climbing	<u>N</u>	R	O	F	C
Carry 26 to 50 lb.	<u>N</u>	R	O	F	C	Balancing	<u>N</u>	R	O	F	C
Carry over 50 lb.	<u>N</u>	R	O	F	C						

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Physical Requirements/Environmental Conditions con't

Work Surface(s)

Reach above shoulder height	N	R	<u>O</u>	F	C
Reach at shoulder height	N	R	<u>O</u>	F	C
Reach below shoulder height	N	R	<u>O</u>	F	C
Push/Pull	N	<u>R</u>	O	F	C

Hand Manipulation

Grasping	N	R	<u>O</u>	F	C
Handling	N	R	<u>O</u>	F	C
Torquing	<u>N</u>	R	O	F	C
Fingering	N	R	O	<u>F</u>	C

Date: April 23, 2020