

*Jackson School District*  
**Jackson Grammar School**  
160 Main Street | Conway, NH, 03818  
[www.conwaycougars.com](http://www.conwaycougars.com)

**ELEMENTARY PRINCIPAL (K-6)**

**Proposed start date: July 1, 2023**

This 50 student K-6, multi-age elementary school seeks an instructional leader with experience in school administration. The successful candidate will provide leadership for all building programs and activities; work collaboratively to develop and implement action plans to support student achievement; foster innovative, research-based instructional practice; coordinate hiring, supervising and evaluating staff; coordinate and monitor the budget process; and serve as a visible and articulate presence within the community to enhance support for education.

Demonstrated interpersonal, communication and collaborative leadership skills as well as NH Principal Certification/Eligibility required. Salary is \$84,000-\$94,000 depending on experience (215 day contract) with extensive benefits package.

**Application Deadline: January 27th, 2023**

For more information and to apply, visit our website at: [www.sau9.org](http://www.sau9.org) and click on the 'Careers' icon. *\*Online applications only, do not drop off or mail in application materials.*

**Equal Opportunity Employer**

*Please see page 2 and 3 for Principal Job Description*

JACKSON SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: **Elementary School Principal**

QUALIFICATIONS:

1. New Hampshire certification as Principal required
2. Master's degree required in the area of elementary education administration
3. Demonstrated ability as an instructional leader, in curriculum development, in supervision, and in building management
4. Teaching experience at the elementary level or the equivalent

REPORTS TO: Superintendent of Schools or designee

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the educational development of each student and to create a positive learning community.

SUPERVISES: All staff assigned to the Jackson Grammar School

PERFORMANCE RESPONSIBILITIES:

1. Supervises the school's educational programs.
2. Observes, implements, and enforces all Board policies by the school's staff, students and parents.
3. Assists in the development, revision, and evaluation of the elementary curriculum.
4. Supervises all professional, paraprofessional, administrative, and non-instructional personnel assigned to the school.
5. Facilitates the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
6. Assists in the in-service orientation and training of teachers with special responsibility for staff administrative procedures and instructions.
7. Acts as liaison between school and the community by interpreting the activities and policies of the school, encouraging community participation in the school, publicizing events and activities, and promoting conferences between parents and teachers.
8. Recommends the nomination of a teacher who is performing satisfactorily or, in the case of unsatisfactory performance, to pursue remediation for or the removal of a teacher according to established evaluation procedures.
9. Conducts meetings with the staff to ensure the proper functioning of the school.
10. Creates schedules and budgets school time to provide for the efficient conduct of student instruction, staff communication, and school business.
11. Defines, communicates, and maintains high standards of student conduct and takes needed disciplinary measures according to due process to the rights of students.
12. Develops, supervises and evaluates school co-curricular programs.

13. Attends and participates as building administration at School Board meetings.
14. Assists in the development, presentation, and management of the school budget.
15. Supervises the preparation of all school reports as designated by the SAU office.
16. Oversees the maintenance of accurate records on the progress and attendance of students.
17. Assumes responsibility, with the Superintendent/Assistant Superintendent/Director of Administrative Services, for the safety and administration of the school plant.
18. Performs all tasks and assumes all responsibilities designated by the Superintendent.