

An invitation to apply

# **LENOX MEMORIAL MIDDLE & HIGH SCHOOL PRINCIPAL**

Lenox Public Schools

Lenox, MA

Visit our website at: [lenoxps.org](http://lenoxps.org)



## **Position Overview**

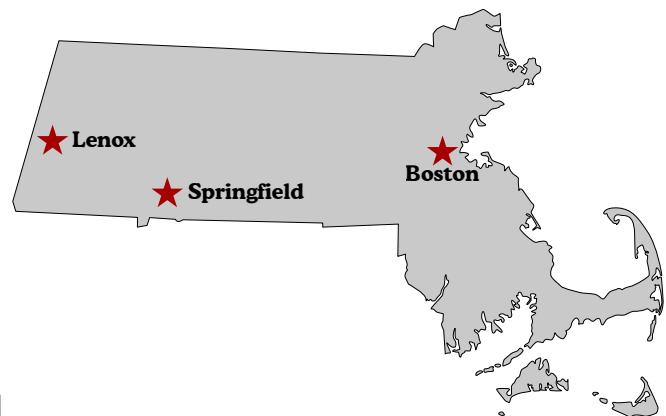
Lenox Public Schools is actively seeking a dynamic, forward-thinking, and highly skilled educational leader to serve as the next Principal of Lenox Memorial Middle and High School.

Lenox is a vibrant community in the heart of the Berkshires. Our district enjoys a stellar reputation among the high achieving public school districts in both Massachusetts and the United States. The town of Lenox offers abundant cultural amenities, exceptional outdoor recreation, and a strong community spirit that values excellence in education.

The Lenox Public Schools educate approximately 760 students across two campuses: Morris Elementary School (Pre-K-5) and Lenox Memorial Middle and High School (Grades 6-12). The district is committed to the highest standards of academic quality; the creation of a safe, successful, and inclusive learning environment; responsiveness to the social, emotional, intellectual, and physical needs of every child; and partnership with the broader community to ensure that students develop the lifelong skills necessary to thrive as contributing members of society.

## **Lenox Memorial Middle & High School At-A-Glance**

- Enrollment: 440 students
- Leadership Structure: Principal; Assistant Principal; Athletic Director; 6 Department Chairs; 6 Team Leaders; and a Mentor Facilitator
- District Administration: Director of Curriculum, Instruction and Assessment; Director of Finance and Operations; Director of Student Services; Director of Technology; Director of Food Services; and Facilities Coordinator
- Professional Staff: 61 faculty members, 1 nurse, and 1 librarian
- Support Staff: 3 office support staff and 7 Special Education paraprofessionals



# Essential Job Requirements

- An innovative, student-centered educational leader
- Licensure or eligibility for licensure as a Principal in Massachusetts
- Minimum of a Master's degree from an accredited college or university (in school administration/educational leadership), doctorate preferred
- Experience as a middle and/or high school administrator with prior classroom teaching experience
- Demonstrated skill in supervision and evaluation of faculty and staff
- Knowledge of secondary scheduling and resource management
- Knowledgeable about special education law, Section 504, and related regulatory requirements
- Experience with multi-tiered systems of intervention and restorative practices
- Ability to use student performance and other data to guide decision-making and improve student outcomes
- Excellent verbal, written, and interpersonal communication skills
- Technological proficiency (SIS, LMS, productivity tools, communication platforms)

## Application Materials & Process

Candidates should submit the following through SchoolSpring:

- A detailed letter of interest describing qualifications, leadership experience, and reasons for seeking the position
- A current résumé
- Three recent letters of recommendation
- Official transcripts
- 500-word Philosophy of Education Statement
- Verification of licensure or eligibility for Massachusetts Principal licensure
- A Screening Committee composed of administrators and School

Committee members will review all applications. Lenox Public Schools offers a regionally competitive salary and benefits package commensurate with experience.



## **Job Description**

Under the direction of the Superintendent of Schools, the Principal is responsible for all day-to-day operations of the middle/high school, including instructional leadership, long- and short-range planning, supervision of staff, student support systems, and management of district and state requirements.

The Principal serves as the educational leader of the building and ensures that all programs, practices, and structures promote high-quality teaching and learning consistent with district goals and expectations.

## **Administrative & Instructional Leadership Responsibilities**

- Oversees development of the master schedule; assigns staff; organizes courses and activities
- Collaborates with district administrators to assess, recommend, and implement district programs and policies
- Establishes and updates building-level procedures related to program delivery, student discipline, public communication, and school operations; updates student and staff handbooks
- Coordinates daily use of the facility
- Supervises student attendance, discipline, athletics, and extracurricular programming
- Responds to and resolves complaints or grievances from staff, students, families, and community members
- Coordinates district program services with regular education programs
- Prepares and submits required district and state reports
- Recruits staff; convenes interview committees; checks references; makes hiring recommendations
- Works with the New Educator Induction and Mentoring Team to support new personnel
- Observes, evaluates, and supports all staff; conducts formal evaluations; provides informal coaching and supervision
- Directs staff work assignments and daily operations
- Identifies professional development needs; plans and evaluates staff development activities; supervises implementation
- Leads ongoing curriculum development and review; provides recommendations to district leadership
- Collaborates with district administrators regarding programs, services, and school improvement initiatives

## **Management, Operations & Budget Responsibilities**

- Prepares and recommends the school's operating and capital budgets
- Reviews inventories, surveys staff needs, and evaluates budget requests
- Oversees expenditures, maintains accurate records, and supervises financial procedures
- Coordinates building and grounds maintenance; identifies needs; directs maintenance and repair work
- Coordinates and facilitates staff meetings, parent advisory council meetings, community gatherings, and committees
- Monitors, maintains, and enhances the physical plant to support safe, healthy, and productive learning environments

## **Leadership Skills & Competencies**

The Principal must demonstrate strong abilities in:

- Clear, confident verbal and written communication
- Building relationships and working effectively with diverse groups
- Vision-setting, collaborative leadership, and strategic planning
- Information gathering, data analysis, and informed decision-making
- Problem analysis, conceptual flexibility, and sound judgment
- Organizational management, scheduling, and project oversight
- Implementation and monitoring of programs and initiatives
- Delegation, supervision, and follow-through
- Time management and the ability to meet multiple deadlines
- Ability to travel between district buildings and attend regional or state meetings as required

## **Contact Information**

Dr. William Collins  
6 Walker Street  
Lenox, Massachusetts 01240  
Phone: 413-637-5550  
Fax: 413-637-5559  
Email: [wcollins@lenoxps.org](mailto:wcollins@lenoxps.org)



**Applicants will be accepted through January 23, 2026.**