

**BARNSTEAD SCHOOL DISTRICT**  
**Principal Job Description**

**POSITION:** Principal

**QUALIFICATIONS:** NH State Certification as an administrator

**WORK YEAR:** Twelve months

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide leadership on issues and programs related to curriculum, instruction, assessment, policy, school fiscal management, community information and the planning and delivery of services to students, staff and community.

**PRINCIPAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Leadership:

- Assists the superintendent with the development and administration of the Strategic Plan.
- Supervises the management and operations of Barnstead Elementary School.
- Acts as the BES 504 Coordinator
- Instructional Leadership:
  1. Working with the Superintendent, the Principal has responsibility for the effectiveness of educational programs and services at BES, including:
  2. Leads the development, implementation and evaluation of educational programs and services (including curriculum, instruction resource evaluation and selection, and assessment) that meet the needs of all students.
  3. Leads and oversees teacher and paraprofessional evaluations.
  4. Planning, coordination and evaluation of teacher and paraprofessional professional.
  5. Provide oversight of staff Professional Development Plans as they apply to professional growth and of the advancement of district initiatives.
- Community Liaison:
  1. Member of Parent Teacher Organization;
  2. Coordination of extracurricular program offerings with local youth agencies;
  3. Communicating philosophy, direction and expectations of educational programs to constituents, in conjunction with superintendent.

2. Personnel:

- Recruitment, hiring and training of staff in conjunction with the superintendent/school board.
- Supervision, evaluation, retention, assignment, dismissal of all BES staff in conjunction with the superintendent/school board.
- Implementation of Collective Bargaining Agreements in conjunction with the superintendent.

### 3. Students:

- Management oversight of academic, behavioral, social, emotional and physical well-being of all students.

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- Creation and implementation of academic schedules, programming and opportunities.
- Academic program development, class assignments, special activities.
- Development and management of co-curricular programming, extended day programming and others as needed or developed.

### 4. Financial Management:

- Development of budget process and procedures with staff.
- Presentation of budget to board, budget committee and voters in conjunction with superintendent.
- Administration and implementation of approved budget.
- Oversight of expenditures and requests of a financial nature.
- Long-range planning of large scale expenditures including textbook acquisition, instructional equipment, facilities.

### 5. School Buildings, Equipment and Instructional Materials:

- Long-range planning of capital improvements, large anticipated expenditures.
- Facility management of outside agency usage of school buildings.
- Oversight, supervision and evaluation of building and grounds personnel.
- Oversight of facility condition including budgetary recommendations, overtime and volunteer coordination, planning for large-scale projects, trouble-shooting.
- Work with community emergency response agencies in developing procedures.

### 6. Organizational Management

- School district policy implementation and integration as well as revision in conjunction with superintendent.

### 7. Other

- Performs all other responsibilities associated with the position and related services and/or assigned by the superintendent. This job description may change at any time.

**EVALUATION:** To be conducted annually by the superintendent.

Reconsidered/Approved: 10/25/16  
Reconsidered; 08/23/16 & 9/27/16  
Second/Tabled Reading: 06/28/16  
First Reading: 06/06/16