

Islesboro School Department

JOB DESCRIPTION

TITLE: SUPERINTENDENT-PRINCIPAL (GRADES 6-12)

QUALIFICATIONS: MAINE DOE CERTIFICATIONS FOR SUPERINTENDENT AND PRINCIPAL

REPORTS TO: SCHOOL BOARD

JOB GOAL: PROVIDE LEADERSHIP, VISION, AND MANAGEMENT SKILLS TO THE ISLESBORO CENTRAL SCHOOL

PERFORMANCE RESPONSIBILITIES:

SUPERINTENDENT DUTIES:

1. Attend and participate in all School Committee meetings and act as secretary at such meetings.
2. Prepare agendas, with the Committee Chairperson, and submit to the Committee recommendations relative to all matters requiring Committee action shares with the Committee such necessary and helpful facts, information, and reports that are needed to insure the making of an informed decision.
3. Present policy options, along with specific recommendations, to the Committee when circumstances require the Committee to adopt new policies or revise existing policies.
4. Develop administrative procedure needed to implement Committee policy and informs the Committee of such procedures.
5. Inform and advice the Committee about the programs, practices and problems of the school and keeps the Committee informed of the activities occurring in the school.
6. Provide leadership, data, and analysis in the broader process of developing strategic plans for the school.
7. Develop a strong program of school-community relations, keeps the community informed about Committee policies and procedures, as well as school programs.
8. Develop a proposed budget for the school, presents the proposed budget at Town Meeting, and once approved, is responsible for its implementation.

9. Direct a procedure for screening and nominating the most competent and qualified teachers for employment; defines the duties of all personnel consistent with the policies of the Committee.
10. Direct the efforts of appropriate staff in maintaining adequate records of the school, including a system of financial accounts; business, personnel and property records; acts of custodian of such records and of all contracts, documents and other such papers belonging to the Committee.
11. Keep informed of State and Federal mandated programs and practices by attending educational conferences and other appropriated means and keeps the committee informed of those and other trends in education.
12. Recommend the assignment, transfer, promotion and dismissal of administrative and instructional personnel; assigns, transfer, promotes or dismisses all other school employees consistent with committee policy.
13. Provide necessary processing for issuance and renewal of State credentials and funding.
14. Direct the preparation and implementation of an evaluation program for all school employees.
15. Files in a timely manner all reports required by State and Federal laws/regulations.
16. Develop and implement short and long term maintenance plans for the building and grounds.
17. Perform such other tasks as may from time to time, be assigned by the School Committee.

PRINCIPAL DUTIES:

1. Provides the educational leadership for staff;
2. Provides leadership and support for the faculty in executing the school vision of personalized learning for all students.
3. Supports the development and execution of long range plans for the ongoing improvement of the school.
4. Administer the G.H. Kinnicutt Center including the scheduling of activities;
5. Supervises all staff, both professional and non-professional;
6. Responsible for maintaining a suitable learning environment including discipline;

7. Responsible for developing programs of in-service training to meet assigned needs of staff;
8. Implements the School Improvement Plan activities;
9. Responsible for publishing a newsletter on a quarterly basis;
10. Maintains required personnel records;
11. Maintains student and school activities financial records;
12. Responsible for developing and implementing a process for evaluation the performance of all staff both professional and non-professional;
13. Works with staff to translate students needs into budget items;
14. Works with staff to develop budget for presentation to the School Committee.
15. Responsible for timely acquisition of instruction, office and other school materials and supplies;
16. Works with staff to develop and/or up-date policies for School Committee consideration;
17. Responsible for physical condition of school building and grounds with regard to cleanliness, appearance, functional of environment, and safety.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Islesboro School Committee

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Islesboro School Committee's policy on Evaluation of Superintendent

Adopted: