



Colchester Public Schools

Middle School Principal (6-8)

Job Description

Overview:

Under the general supervision of the Superintendent and Assistant Superintendent of Schools, administers the educational programs of the school in accordance with the Board of Education policies, administrative procedures, Connecticut School Leadership Standards, rules and regulations. Provides instructional leadership to staff to promote the educational development of all students in alignment with district mission, vision and goals.

Performance Expectations:

1: Vision, Mission, and Goals

The Principal ensures the success and achievement of all students by guiding the development and implementation of a shared vision of learning, a strong organizational mission, and high expectations for student performance.

- A. High Expectations for all:** Establish high expectations for all students and staff.
- B. Shared Commitments to Implement the Vision, Mission, and Goals:** Build common understanding and a commitment among all stakeholders.
- C. Continuous Improvement toward the Vision, Mission, and Goals:** Consistently monitor and refine the implementation to ensure the success of all students.
- D. Dedication to Improving the Lives of Adolescents:** Create a structure that gives opportunities to build relationships between students and faculty to ensure needs of the whole child are met.

2: Teaching and Learning

The Principal ensures the success and achievement of all students by monitoring and continuously improving teaching and learning.

- A. Strong Professional Culture:** Develop a strong professional culture which focuses on quality instruction, student learning and the strengthening of professional competencies.
- B. Curriculum and Instruction:** Understand and expect faculty to plan, implement and evaluate common core curriculum for challenging instruction.
- C. Assessment and Accountability:** Use assessments, data systems, and accountability strategies to improve achievement, monitor and evaluate progress, and close achievement gaps.
- D. Success for all Students:** Make sure student success plans are developed to ensure individualized educational opportunities for every student.
- E. Students Interests:** Ensure opportunities for students to take elective offerings, applied academics and exploration courses.

3: Organizational Systems and Safety

The Principal ensures the success and achievement of all students by managing organizational systems and resources for a safe, high-performing learning environment.

- A. Welfare and Safety of Students, Faculty and Staff:** Address real and potential challenges to the physical and emotional safety and security of all.
 - 1. Develop, implement and evaluate a comprehensive safety and security plan aligned with district practices.
 - 2. Foster a positive school climate which promotes the learning and well being of the school community.
 - 3. Develop, implement, and monitor guidelines for student behavior using a school-wide Positive Behavior System.
- B. Operational Systems:** Distribute responsibilities and supervise management structures and practices.
- C. Fiscal and Human Resources:** Establish an infrastructure for finance and personnel that operates in support of teaching and learning.
 - 1. Develop and operate a budget within fiscal guidelines that aligns resources of school, district, state and federal regulations.
 - 2. Implement practices to recruit, support, and retain highly qualified staff.
 - 3. Conduct staff evaluation processes to improve and support teaching and learning in accordance with district evaluation plans.

4: Families and Stakeholders

The Principal ensures the success and achievement of all students by collaborating with families and other stakeholders to respond to diverse community interests and needs and to mobilize community resources.

- A. Collaboration with Families and Community Members:** Welcome and engage families in decision-making to support their children's education.
- B. Community Interests and Needs:** Respond and contribute to community interests and needs to provide high quality education.
- C. Community Resources:** Collaborate with community agencies for health, social, and other services to support the educational needs of all children and families.
- D. Engaging Families:** Developing a foundation to ensure a collaborative relationship between family and school over a student's academic career.
- E. Student Interests and Needs:** Promote extracurricular clubs, sports, and activities to enhance the educational experience

5: Ethics and Integrity

The Principal ensures the success and achievement of all students by modeling ethical behavior and integrity.

- A. Ethical and Legal Standards of the Profession:**
 - 1. Model personal and professional ethics, integrity, justice, and fairness and hold others to the same standards.

2. Protect the rights of students, families and staff and maintain confidentiality.
- B. Personal Values and Beliefs:** Demonstrate a commitment to values, beliefs, and practices aligned with the school vision, mission and goals for student learning.
- C. High Standards for Self and Others:**
1. Model and expect legal, social and ethical use of technology
 2. Support ongoing professional learning and collaboration
 3. Allocate resources equitably to ensure strong student performance.

6: The Education System

The Principal ensures the success and achievement of all students and advocates for their students, faculty and staff needs by influencing social, cultural, economic, legal, and political contexts affecting education.

- A. Professional Influence:** Improve the social, cultural, economic, legal, and political contexts of education for all students and families.
- B. The Educational Policy Environment:** Uphold and contribute to policies and political support for excellence and equity in education.
- C. Policy Engagement:** Engage policymakers to inform and improve education policy.

Additional Responsibilities:

- Supervises and evaluates staff in accordance with the District evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued education
- Chair Planning and Placement Team (PPT) and 504 Meetings
- Organize and conduct meetings with teachers and other staff members
- Attend Board of Education meetings, except when excused by the Superintendent
- Perform other related tasks as assigned by the Superintendent of Schools
- Fulfill additional duties in absence of Superintendent
- Serve and/or chair district and school committees
- Participates in district Crisis Management Team

Knowledge, Skills & Abilities:

- Knowledge of:
 - Current educational pedagogy and curriculum for middle school setting.
- Ability to:
 - Define problems, collect data, establish facts and draw valid conclusions
 - Establish and maintain effective working relationships with students, parents, peers, staff and the community
 - Communicate clearly and concisely in verbal and written format
 - Effectively present information and respond to questions from groups, employees and the general public
 - Model effective and efficient use of technology
 - Work extended hours and manage multiple demands

- o Perform the following :
 - Sit for extended periods of time
 - Occasionally lift, carry and move parcels weighing up to 25 lbs
 - Bend, stretch, reach and stoop

Position Qualifications:

- Certification as a Intermediate Administrator (092) issued by the CT State Department of Education
- 3-5 years of administrative experience

Other Requirements:

Background Checks (Criminal and Dept. of Children and Families)

Terms of Employment:

Per Colchester Association of School Administrators contract

Evaluated by:

Superintendent of Schools and/or Assistant Superintendent of Schools