

# Regional School Unit #26

## Orono Middle School Principal

### **QUALIFICATIONS:**

Successful experience as a teacher

Maine certification for Building Administrator #40

Masters Degree in Educational Leadership

Experience in K-12 school administration, with middle school preferred

Experience in curriculum/instruction/assessment leadership preferred

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide the leadership and management necessary to administer and supervise all programs, policies and activities of the school to ensure high quality educational experiences and services for the students in a safe and enriching environment, and to provide leadership in the development, implementation, and coordination of the district's K-12 curriculum.

### **RESPONSIBILITIES:**

#### **Student Performance**

- Set and enforce rigorous standards for student achievement
- Ensure the academic program meets or exceeds the needs of individual students

#### **Curriculum/Instructional Leadership**

- Manage, evaluate and develop a team of teachers and staff
- Work with teachers to constantly assess and improve student achievement results
- Ensure use of effective, research-based teaching methodologies and practices
- Implement data-driven instructional practices and lead discussions about student performance
- Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning
- Provide high quality curricular training and resources to staff
- Ensure consistencies in instruction and practice amongst team of teachers
- Ensure learning environment and classroom instruction maximizes student learning

#### **Organizational Leadership**

- Create a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families
- Develop goals and objectives consistent with the vision, mission and values of RSU 26
- Lead the instructional team in developing a healthy school culture aligned with the vision, mission and values of the school
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents
- Oversee all programs, services, and activities to ensure that program objectives are met
- Develop school's master schedule to maximize the use of time and staff resources for the benefit of all students
- Effectively communicate with students, parents, staff and community
- Ensure compliance with all local, state and federal laws and funding sources
- Ensure the safety and security of all students, staff, visitors, and school property
- Ensure an orderly learning environment
- Ensure appropriate standards of student behavior, performance, and attendance
- Ensure that all disciplinary issues are addressed fairly and immediately

#### **Operational Leadership**

- Effectively utilize building resources to build and implement the school budget to appropriately address building needs
- Oversee management of school records and resources as necessary

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- Recruit, select, and hire school staff, including teachers and school-based support staff; ensure legal hiring and termination procedures are followed in collaboration with the District's policies
- Continually monitor progress on all measures of school and staff performance
- Provide for adequate supervision, training, and evaluation of all staff and volunteers, following district policy and evaluation system
- Communicate the vision that supports the school's goals and values
- Serve on district level committees to address special projects and identified district needs

### **Community Relations**

- Serve as liaison between teachers, parents, and the community
- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the RSU 26 School District and Community and a dedicated role model for other employees

### **Student Activities**

- Ensure that student co-curricular activities are coordinated and supervised
- Provide for the supervision and evaluation of all activities and programs that are outgrowths of the curriculum
- Attend a variety of special events held to recognize student achievement, and school sponsored activities, functions and athletic events

**District Curriculum & Instructional Improvement** - work with district staff on improving the instructional and teaching process under the leadership of the Superintendent and in cooperation with other administrators

- Coordinate the development, evaluation and revision of the district's curriculum
- Lead in the development and monitoring of the instructional program
- Assist in the development and conduct of in-service programs for teachers

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the provisions of RSU 26 policy for the evaluation of administrators.