

**FALL RIVER PUBLIC SCHOOLS
FALL RIVER, MASSACHUSETTS**

POSITION: PRINCIPALSHIP - ELEMENTARY SCHOOL

QUALIFICATIONS:

1. Master's Degree from an accredited institution
2. Massachusetts Certification as an Elementary Principal
3. Five years of teaching experience

DUTIES:

The principal is responsible on his job performance to the Superintendent for personnel matters and for the day-to-day operations, to the Director of Business and Administration for financial and administrative matters, to the Director of Curriculum and Instruction for the program of studies, and to the Director of Government Programs for Federal and State Programs.

He/She will, out of necessity, develop a close working relationship with the Coordinator of Student Ancillary Services as far as attendance and pupil conduct are concerned, the Business Administrator for purchasing materials and supplies, and the Director of Buildings and Grounds as far as he is concerned with custodial and maintenance duties.

1. Serve as the administrative head of the school and, as such, have responsibility for coordination of the total resources of the school and general supervision of all school activities, safety, and welfare.
2. Be responsible for the development of satisfactory conduct among the pupils in his school, taking such action as he/she deems necessary within the restrictions of state law and policies of the School Committee, to correct and improve the conduct of all pupils (including formulating, publicizing, and practicing adequate provisions for meeting emergencies such as fire, storm, or other sudden dangers).
3. Be responsible for general evaluation of the effectiveness of all educational activities.
4. See that adequate school and pupil records are kept safeguarded.
5. Carry on a program for the continuous improvement of instruction of his/her school, consistent with the philosophy of education approved by the Fall River School Committee.
6. His/her leadership in this area shall include a cooperative relationship with all key staff members, and shall involve participation of the school faculty in planning and conducting a suitable and effective program for all students in his/her school.
7. Maintain high morale of staff and sound human and professional relationships with the school, and make himself/herself available for consultation with teachers, students, and parents.
8. Assign all professional staff within the building in accordance with the limits of their certification and competency. These staff members to be directly responsible to him in conjunction with the Assistant Superintendent.
9. Make recommendations to the Superintendent in the areas of recruitment, selection, assignment orientation, in-service training, evaluation, transfer, promotion, and dismissal of staff.

10. Assign, direct, and supervise all staff members working in his/her building.
11. Maintain a cooperative relationship with regard to the lunch program for his/her school.
12. Maintain a cooperative relationship with respect to school bus arrangements for his/her school.
13. Work cooperatively with the Superintendent of Schools, the Assistant Superintendents, and the Director of Business and Administration in the preparation of the budget and in the business operation of his/her school.
14. Administer and safeguard all funds that may be received or disbursed by his/her school.
15. Interpret the educational objectives of the school to parents and other citizens of the community and encourage their participation in efforts to improve the school program.
16. Represent his/her school through participation in the activities of local, state, and national professional organizations, and encourage other members of his/her staff to extend their participation in a similar way.
17. Cooperate with recognized social and law enforcement agencies in such a way as to utilize the service of these organizations for the best interest of his/her school.
18. Maintain an interest in, and a concern for, the welfare of the total school system.
19. Perform all other related activities that are assigned by the Superintendent of Schools.

WORK YEAR AND SALARY: In accordance with the principal's individual contract.

Please email your resume and cover letter as an attachment (WORD document or PDF) and include the position posting # for the position which you are applying to <http://fallriver.eduresumes.com/> For a listing of ALL job postings, please visit our website at www.fallriverschools.org. Once here, click the EMPLOYMENT OPPORTUNITIES button at the top of the page.

Closing Date for Applications: As indicated on webpage

The Fall River Public Schools offers all programs, activities, and employment opportunities without regard to race, color, sex, religion, national origin, sexual orientation, and disability.