

# Orange East Supervisory Union

Serving the towns of Bradford, Corinth, Groton, Newbury, Ryegate,  
Thetford, Topsham, and Wells River

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**Title:** Elementary Principal

**Department:** School Administration

**Reports to:** Superintendent

**Classification:** Licensed Administrator

**Terms of Employment:** 12-24 month contract; Salary commensurate with experience

**FLSA Status:** Exempt

**Date:** February 2021

**Qualifications:** Appropriate licensure, successful experience as an educator, and demonstration of leadership

## Position Summary

The Elementary Principal provides leadership and management to the elementary school with a primary focus on improving student achievement while maintaining the health and safety of all students and school staff.

## Performance Responsibilities

### Leadership

- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport with all stakeholders.
- Administers, manages, and supervises the operation of the school in compliance with Board policy and the directions of the Superintendent.
- Oversees site-based decision-making.
- Manages organizational systems and resources for a safe, high-performing learning environment.
- Fosters a climate where staff and faculty work cooperatively together and hold each other accountable to reach high levels of student achievement.
- In conjunction with other Supervisory Union administrators, facilitates the school improvement plan, ensuring its coordination with overall SU goals and objectives.

### Communication, Collaboration, & Supervision

- Collaborates with families and stakeholders who represent diverse community interests and needs; mobilizes community resources that support and improve teaching and learning.
- Responsible for oversight of recruiting, screening, and recommending qualified candidates for positions in the elementary school building staff.
- Supervises, monitors, and coaches staff in the building with a focus on continuous improvement.
- Coordinates school-based professional development for teacher and staff growth.
- Oversees the professional development of teachers and staff, including regular supervision and evaluations.
- Collaborates with other Supervisory Union administrators and principals to provide an overall direction for teaching in the SU.
- In collaboration with the MTSS Coordinator, is responsible for Building level implementation and oversight of MTSS systems (academic and socio-emotional).
- Communicates with parents by means of school programs, letters, telephone, and personal contact.
- Attends meetings with the District's Board of Directors to provide information on the school's progress and operations.

### Student Management

- Maintains student conduct and enforces discipline in compliance with District procedures and in accordance with due process rights of students.
- Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning issues.

### Building Operations & Budget

- Prepares, plans, and submits for purchases and repairs for the school building.
- In conjunction with the Business Office, prepares an annual budget for the school building and monitors expenditures throughout the year.
- Allocates and coordinates the movement of resources to ensure the health, safety, and productive learning of staff and students.
- Oversees building maintenance schedules and evaluates their effectiveness in coordination with building facilities staff.
- Supervises the use of the school building by all agencies, internal and external.

### Instruction

- Provides instructional leadership focused on current research and best practices in order to continually increase student achievement.
- In collaboration with the Director of Curriculum, Instruction, & Assessment, collects, analyzes, and disseminates student data to inform the school improvement processes as it relates to student achievement.

### Professional Growth

- Participates in required training and develops a personal professional development plan.
- Participates in professional growth opportunities.

### **Evaluation**

Evaluation shall be performed annually by the Superintendent.

### **Supervision**

This position shall supervise all positions located in the elementary school building, including, but not limited to, teachers, support staff, facilities staff, and food service staff.

### **Position Expectations**

1. Ability to communicate clearly both orally and in writing.
2. Ability to utilize and promote the use of participatory management techniques.
3. Knowledge of learning styles and performance assessment.
4. Ability to calculate figures and amounts, such as percentages, proportions, and interest.
5. Possesses physical and mental stamina commensurate with responsibilities of the position.
6. Possesses personal characteristics including, but not limited to, poise, perspective, integrity, flexibility, sound judgment, professionalism, and personal appearance for success as an administrator in the Orange East Supervisory Union.
7. Ability to work collaboratively and cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
8. Understands and is sensitive to the needs of various culture and ethnic groups of the school and community, and the needs of students with limiting conditions.
9. Possesses a high degree of conflict management skill and ability to utilize effective problem solving strategies.

### **Position Requirements**

#### Education & Training

- An earned Master's degree from an accredited college or university.

### Licenses & Certifications

- Must possess or be able to obtain a Vermont Educators license with the School Principal endorsement.
- Valid Driver's License

### Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience.
2. Three (3) years of building-level administrative experience desirable.
3. Demonstrated experience providing leadership in an academic environment, preferred.
4. Successful performance in the position held at the time of application.
5. Equivalent experience shall be considered.

### Tools/Technology

- Computer literacy required.
- General office equipment, such as a phone, computer, adding machine, copier/scanner/printer/fax
- Computer software, such as e-mail, calendar/scheduling, MS Office, and database user interface and query software

### Mental & Physical Demands

1. Prolonged periods of sitting and/or standing
2. Physical mobility to visit multiple building locations
3. Talking/Hearing
4. Occasional reaching with hands and arms
5. Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
6. Comprehension of the English language
7. Reasoning and decision making
8. Presence at the workplace
9. Presence at Board meetings in evenings

### Working Conditions

- Work is normally performed in a climate controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases.
- Occasional outside duties may require exposure to weather conditions, such as snow and cold.
- Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).
- No known environmental hazards are encountered in normal performance of job duties.

### **Background check required upon acceptance of offer of employment.**

***Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### ***An Affirmative Action/Equal Opportunity Employer***

*This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.*