

ARLINGTON PUBLIC SCHOOLS
Arlington, MA 02476

JOB DESCRIPTION
March 16, 2017

POSITION: PRINCIPAL, GIBBS SCHOOL

JOB GOALS: To be the educational leader in the school with responsibility for site-based management and the total operation of the school. The principal's responsibilities include acting as educational leader and consensus builder, supervisor and evaluator of staff, the developer and evaluator of programs for all students, the coordinator of curriculum and services, financial manager and the operations manager of the physical plant.

This position officially begins July 1, 2018. The Gibbs School is set to open as a new Grade 6 school at the beginning of the 2018-19 school year. This appointee to this position will be named in the Spring of 2017 and will be expected to work on the transition for the Gibbs School and the preparation for opening a new Grade 6 school. The person appointed to the position will be compensated for the transition and preparation work through a stipend.

MINIMUM QUALIFICATIONS:

1. Master's Degree or higher from an accredited college or university with concentration in Administration, Supervision and/or Curriculum.
2. Appropriate Licensure as a Principal by the Department of Education in the Commonwealth of Massachusetts.
3. At least five years of successful elementary and middle school teaching experience with evidence of strong leadership ability.
4. Previous administrative experience required.

5. Experience with curriculum, including implementation and evaluation of curriculum, staff development programs and provisions of Education Reform Law (June 1993) regarding the role of the Principal.
6. Demonstrated ability with developmentally appropriate programs, interdisciplinary curriculum and integrated Special Education programs.
7. Good public relations skills and tangible evidence of ability to relate to pupils, parents, colleagues and the central administration.
8. Ability to initiate technology integrated with curriculum that is responsive to a wide range of learning styles.
9. Ability to engage students, staff, parents and community members in the teaching-learning process.
10. Other qualifications as acceptable to the Superintendent

PERFORMANCE RESPONSIBILITIES:

1. To supervise the operation of a Sixth Grade School to insure compliance with existing School Committee policies, town by-laws, and state and federal education laws and regulations.
2. To work cooperatively with the Assistant Superintendent for Curriculum and Instruction in implementing programs, with the Director of Special Education in delivery of special services and the Chief Financial Officer in managing budgets.
3. To develop and manage budgets in a fiscally sound and judicious manner, including externally funded grants and awards.
4. To complete the formal evaluation process of staff under his/her supervision and to evaluate other staff as directed by the Superintendent.
5. To hire school staff with the approval of the Superintendent.
6. To work with support staff and community agencies in the development of programs for children with special needs.

7. To serve as co-chair of the School Council and activate, implement and monitor all school council activities relative to goals, student performance standards, the school improvement plan and the professional development plan.
8. To work with the Administrative Cabinet in ongoing policy implementation and decision making for programs, professional development, and operations of the school.
9. To coordinate parent and community involvement in school activities, consistent with system-wide goals.
10. To evaluate the effectiveness of school programs and submit reports as needed.
11. To work with any and all joint occupants in the building in compliance with state and town regulations and all School Committee policies.
12. To perform all additional related duties as assigned by the Superintendent of Schools.

REPORTS TO: Superintendent of Schools

SUPERVISES: Classroom teachers, special subject teachers and support staff in the building.

TERMS OF EMPLOYMENT:

Twelve-Month Position, Five Weeks Vacation in addition to Legal Holidays

Arlington values diversity. The Arlington Public Schools is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, gender identity, genetic information, military service, age, ancestry, or disability.

