



SHELTON PUBLIC SCHOOLS

Perry Hill School Principal

Accountability Relationship:

The Perry Hill School Principal will work under the general supervision and be evaluated by the Superintendent of Schools.

General Job Definition:

The Perry Hill School Principal serves as the educational leader and is responsible for insuring that students receive the instructional and other professional support necessary given their individual needs and abilities, in order to allow them to attain mastery in verbal and written communication, mathematics, thinking and decision making skills and to meet other goals and objectives established by the School and the District.

Responsibilities:

- Provides effective instructional leadership to the school community and establishes a school culture of high expectations for teaching and learning.
- Develops, implements, monitors and evaluates the school improvement plan so that the plan is inclusive and focused on instructional improvement.
- Supervises and evaluates school staff in accordance with Shelton Public Schools' evaluation plans and collective bargaining agreements to ensure optimum student achievement.
- Conducts regular classroom observations to ensure that the delivery of instructional services to students is appropriate, challenging, engaging, standards-based, interactive, culturally sensitive and related to their personal experiences.
- Assists in the recruitment and selection of staff and provides leadership in the areas of supervision and professional learning.
- Creates and establishes a school climate and culture that facilitates a student-centered learning environment.
- Supports teachers by engaging them in meaningful professional development activities in order to promote the continuous growth and development of staff.
- Works collaboratively with administrators and curriculum leaders regarding new course development, curriculum revisions and the enhancement of existing instructional programs.
- Supervises school based data teams, analyzes numerous forms of data and ensures that effective instructional practices are based on data driven decisions.
- Attends, as required, Planning and Placement Team (PPT), 504 and crisis team meetings.
- Supervises scheduling/programming, attendance, grade reports, bus safety and school operations.
- Prepares an annual school budget and supervises the expenditure of school funds in accordance with Board of Education policies.
- Participates in the development and implementation of grants to support program development.

- Maintains appropriate student records and School District/State Department of Education reporting as required.
- In collaboration with the Supervisor of School Security, establishes procedures to enhance safety and security of students and staff; plans and supervises emergency drills and an emergency preparedness program.
- Provides effective communication on all Perry Hill curricula/programs to the Board of Education, staff, parents and community groups/agencies.
- Works with representative students groups on a number of school activities; and develops appropriate awards programs to highlight student achievement and success.
- Maintains positive and productive relationships with students, teachers, parents and community partners.
- Establishes and implements student disciplinary policies and procedures within the limits of the Shelton Board of Education policies
- Assumes responsibility for his/her own professional growth and development through professional learning activities, membership and participation in professional organizations, reading professional journals and other publications and through attendance at workshops, meetings and conferences.
- Keeps the Superintendent informed of Perry Hill's activities and issues.
- Implements and enforces School District policies and procedures.
- Performs other duties as assigned by the Superintendent of Schools or designee.

Requirements:

- Connecticut certification as an Intermediate Administrator, endorsement No. 092.
- **A minimum of five successful years of teaching and leadership experience at the elementary or secondary level and a minimum of three years administrative experience with a proven track record of improving student achievement required.**
- Knowledge and understanding of the teaching and learning process.
- Knowledge and experience in curriculum design and implementation, Common Core state standards, standards of assessment and effective professional learning
- Knowledge and understanding of secondary school programming: including the delivery of special and bilingual/TESOL education services and other support programs.
- Demonstrated managerial skills, effective decision-making, interpersonal relationship skills, problem solving skills and public relations skills.
- Demonstrated commitment to the department team concept and the overall success of the organization.
- Ability to engage with the entire school-community in order to effect school improvement.
- Effective technology skills with a demonstrated knowledge of the integration of 21st century technology in the teaching and learning process.

Terms of Employment and Salary:

The Perry Hill School Principal's terms of employment, salary and benefits are in accordance with the Agreement between the Shelton Administrators' Council and the Shelton Board of Education.