

Posting

**HOLYOKE PUBLIC SCHOOLS
HOLYOKE, MASSACHUSETTS
Dr. Eduardo B. Carballo, Superintendent of Schools**

POSTING# ADM201045

POSITION: K-8 School Principal

LOCATION: Donahue School

QUALIFICATIONS:

- Master's Degree.
- Massachusetts Certification Pre-K-6 & 5-8
- Five (5) years of documented, successful, elementary & middle school experience
- Documented successful administrative experience
- Demonstrates ability to work with diverse student population

REPORTS TO: Superintendent of Schools.

SUPERVISES: All professional, paraprofessionals, and non-professional personnel assigned to the school

JOB GOAL: To provide effective leadership that creates an educational environment in the school that will promote excellent teaching and maximum learning for all students.

DUTIES:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Prepares and administers the school budget and supervises school finances.
4. Supervises the daily program of the school, visits classes, advises teachers, and provides proper supervision for children before school, at recess, and in the cafeteria.
5. Supervises the maintenance of all required building records and reports.
6. Assumes responsibility for the implementation and observance of all School Committee policies and regulations by school staff and students.
7. Assists in the development, revision, and evaluation of the curriculum and instructional program.
8. Maintains high standards of students' conduct and enforces discipline as necessary, according due process to the rights of students.
9. Supervises the maintenance of accurate records on the progress and attendance of students.
10. Assists in the recruitment of staff.

11. Screens, interviews and recommends for Superintendent's approval to hire school staff.
12. Orients newly assigned staff members and assists in their development as appropriate.
13. Evaluates and counsels all staff members regarding their individual performance.
14. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
15. Participates in principal's meetings and such other meetings as required or appropriate.
16. Establishes and maintains favorable relationships with local community groups, parents and individuals to foster understanding and solicit support for overall school objectives and programs, to interpret School Committee policies and administrative directives, and to discuss and resolve individual student problems.
17. Serves as a member of such committees and attends such meetings as directed to by the Superintendent.
18. Other duties as assigned.

AVAILABLE: School Year 2010-2011

SALARY: Negotiable

APPLICATION: To apply, log on to the Holyoke Public Schools web-based application system at: <http://holyoke.eduresumes.net/> Please upload your cover letter, resume, transcript(s), three (3) letters of recommendation, and certification files to be consider as an applicant.

CUT OFF DATE: Open until filled

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