

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

JOB TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: Certified as a superintendent of schools by the N.H. Department of Education. A minimum of eight years of experience in teaching and school administration.

REPORTS TO: School Board

SUPERVISES: All administrative and supervisory personnel of district.

JOB GOAL: To serve as the educational leader of the school district. To inspire, lead, guide and direct every member of the administrative, instructional and support services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful and personally rewarding education, and so that each member of the Sanborn learning community will be well served.

PERFORMANCE RESPONSIBILITIES:

A. ADMINISTRATION/LEADERSHIP

As chief executive officer of the Sanborn Regional School District, the Superintendent of Schools is ultimately responsible for planning, organizing coordinating, directing and evaluating all aspects of the school program. The following topics are primary areas of responsibility:

1. School Board Relations: Acts as school district chief executive officer and in this capacity, attends all meetings of the school board and its standing committees; with chairperson of the board and standing committees, oversees the preparation of agendas and postings for meetings; executes school board policy; updates the board of state and federal laws; provides advice and strategy to the board regarding the conduct of board meetings, public hearings and the annual school district meetings and provides information and reports to board members as needed.
2. School Administrative Office: Selects, assigns and coordinates all SAU office personnel; oversees the execution of all responsibilities as assigned by the N.H. state statutes; represents the school district on boards of control of collaborative agencies; and oversees the preparation of the annual school district report, warrants and postings.

3. Legal Issues: Consults with legal counsel as requested by the school board concerning legal issues facing the district; with legal counsel, represents the school board in hearings, litigation and court action involving the school district; advises the school board regarding legal issues relating to education.
4. Planning: Oversees the implementation of the district's strategic plan; oversees the development and analysis of population projections, statistics and facilities data; advises the school board on programmatic, legal or regulatory requirements that impact facilities planning and projections; and provides required information to state agencies.
5. Evaluation And Assessment: Oversees the design and implementation of comprehensive evaluation and assessment systems to monitor the quality of all district programs and to assure continuous improvement.

B. FINANCE

1. Budget Development: Works together with the school board, Business Administrator and other administrators in developing the annual school district budget.
2. Fiscal Services: Oversees the Business Administrator, who, as chief financial officer of the district, manages the budget, supervises fiscal services, writes and manages all grants, purchases goods and services and procures and manages insurance, and supervises finance office personnel.

C. PERSONNEL

1. Personnel Administration: Works with site and program administrators to recruit and interview professional and support staff; nominates professional staff and hires support staff; supervises and evaluates administrative staff, including site based administrators; oversees supervision and evaluation of professional and support staff; acts as final authority in all professional and non-certified personnel evaluations; maintains job descriptions for all positions; prepares recommendations of personnel for graduate schools and prospective employers; and oversees the management of employee benefits packages and employee separations processes.
2. Labor Relations: Serves as negotiations advisor to the school board; provides information and other support to the negotiations process; manages employee contracts and master agreements; processes grievances and conducts grievance hearings; and arranges for mediation, fact finding, and/or arbitration when necessary.

3. **Staff Development:** Develops and delivers staff development programs for professional and support staff relating to curriculum and instruction, regulations, procedures, practices and policies which impact expectations of employees and/or their working conditions; provides professional development meetings for principals and other administrative personnel; serves as a member of the district's Staff Development Committee; identifies staff development needs of individual faculty and staff members and of groups/classes of staff members; coordinates the core training program for new teachers; and oversees all aspects of the Additional Compensation Plan for teachers, including the planning of the annual teacher renewal.

D. CURRICULUM/INSTRUCTION

1. **Curriculum Design And Review:** Oversees program evaluation, curriculum review, the writing of new curriculum, the coordination of curriculum implementation, and keeps school board informed of instructional patterns and curriculum changes.
2. **Student Assessment:** Oversees the design and implementation of an assessment program; researches current trends and practices; provides analysis and feedback of assessment outcomes to school board; keeps principals and school board informed of changes in state regulations and requirements regarding assessment.
3. **Training And Development:** Designs staff training and development packages, provides leadership and assistance to principals in supervising and implementation of curriculum; updates school board and school personnel concerning changes in any federal or state laws or regulations relating to curriculum requirements; develops and recommends to the school board policies necessary for the implementation of sound curriculum and instructional practices.
4. **Instructional Improvement:** Provides leadership to principals in the preparation of annual instructional improvement plans for each school; prepares instructional improvement plans as required by the state; monitors compliance with state minimum standards; works with principals and building based teams in the preparation for NEASC accreditation visits; informs school outcomes of state and regional evaluations of instructional improvement efforts; and serves as the resource distributor of curriculum materials and consultative information to all staff.

E. MAINTENANCE/CAPITAL IMPROVEMENTS

1. **Plant Planning And Construction:** Oversees the work of the Business Administrator in regard to long-range planning of space needs, ongoing building programs, ongoing capital improvements; communication with bond counsel and lending institutions; and school board in answering questions and reporting to the public.

2. Coordination Of Maintenance Activities: Oversees the work of the Business Administrator and Director of Buildings and Grounds in the effective planning of maintenance schedules and assignment of staff.

F. STUDENT SERVICES

As the educational leader of the district, the Superintendent of Schools is responsible for the successful delivery of all educational services to students, including the following mandated services which augment the regular education program.

1. Special Education: Oversees the work of the Director of Student Services; updates the school board concerning changes in federal and state laws or regulations; and recommends school board policies necessary for compliance with special education requirements.
2. Tuition And Residency: Oversees the work of the Business Administrator in monitoring student residency and managing tuition agreements. Recommends needed policy changes to the school board.
3. Transportation And Food Service Programs: Oversees the work of the Business Administrator in providing these programs for students.
4. Student Management: Acts as final administrative authority and hearing officer in matters of student attendance and discipline and prepares background information and recommendation on all student matters referred to the school board for final action.

G. COMMUNICATIONS AND COMMUNITY RELATIONS

1. Articulation Of Vision: Works with the community to promote the district's strategic plan; coordinates study groups, forums and ad hoc committees; serves as spokesperson and educational leader in the community; and creates systems which assure open and diverse channels of communication within and among the school community.
2. Involvement In The Community: Seeks ways to appropriately involve all members in the community in the development of the district's programs, maximizes educational opportunities for members of the community, including adult enrichment programs; represents the school district at public gatherings, state and regional meetings; serves as the official administrative spokesperson for the school district.

Original Effective: 1976
Revised: September, 1982
December, 1988
August 7, 1996

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**TITLE: DIRECTOR OF ACADEMICS, PROFESSIONAL LEARNING,
AND STUDENT AFFAIRS**

QUALIFICATIONS:

- New Hampshire Certification as an Administrator
- Master’s Degree in Education or in Curriculum, Instruction and Assessment
- Minimum of five years of experience as a teacher.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians, and community members.
- Knowledge and understanding of academics (curriculum, instruction, assessment, and accountability), professional learning, and student affairs.
- Ability to write effectively.
- Ability to prepare statistical reports.
- Ability to design and implement a program of student assessment.
- Ability to research promising educational practices.
- Ability to design and implement a high quality professional development program.
- Ability to use technology to enhance learning and as a communications tool.
- Ability to work with other school leaders to improve the academic program, professional learning, school leadership, and student affairs.
- Ability to work in a school environment.
- Ability to develop and implement program accountability plans.
- Holds a valid driver’s license.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: In conjunction with the Superintendent, supervises building level administrators. In conjunction with building principals, supervises teachers, support staff and such individuals as directed by the Superintendent of Schools.

ESSENTIAL FUNCTIONS

1. Provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school district.
2. Establish an optimum learning environment within the district.
3. Ensure that assigned school programs and activities conform to federal, state, and district guidelines.
4. Communicate effectively with all members of the school district and community.

5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.

PERFORMANCE RESPONSIBILITIES:

School and District Accountability

1. Implement and maintain the district-wide continuous school improvement process.
2. Serve as the liaison to the New Hampshire Department of Education and the United States Education Department for school accountability and ESSA, including PACE and other accountability measures and systems.
3. Provide leadership and direction to the district for all education matters.
4. Provide goals and objectives for all education programs.
5. Develop and maintain all accountability funding sources, including, but not limited to State grants connected to PACE.

Academic Program

1. Provide leadership, developmental expertise, and implementation oversight of all aspects of the district's academic program (curriculum, instruction, assessment, accountability).
2. Develop a system-wide plan for curriculum study and improvement consistent with the district vision, goals, and policies.
3. Coordinate development of new and revised curriculum for the district. Organize and review the results of grade level and discipline curriculum committees, ensuring results are consistent with district objectives.
4. Work with principals and teachers to organize and coordinate grade level and discipline meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the district.
5. Supervise and coordinate the district assessment program and calendar.
6. Plan, develop, implement, and evaluate the curricular and instructional program of the district.
7. Interpret the present curriculum and proposed curriculum changes for the School Board, the administration, the staff, and the general public.

8. Conduct and coordinate district-wide research and testing for measuring the effectiveness of the total educational program.
9. Keep informed on the latest research, trends, and developments in all areas of education and interpret for staff as necessary.
10. Monitor textbook and supplementary materials selection used in educational programs in the district.
11. Direct the creation of and edit for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
12. Supervise the educational technology program of the district including acquisition and usage of appropriate technology equipment.
13. Examine and develop graduation requirements and other educational standards and develop appropriate recommendations for revision consistent with district goals and within state requirements.
14. Request the appropriation of services needed for sufficient management of the educational program.

Professional Learning

1. Coordinate and monitor staff development and in-service activities for the education staff.
2. Work with administrators and teachers to develop and monitor the progress of Professional Learning Communities.
3. Develop and implement all aspects of the district's induction program, including, but not limited to the New Teacher Orientation Program and the district's Mentoring Program.
4. Research and develop grants for Professional Learning, including, but not limited to Title IIA.
5. Work with the Superintendent to implement tracking processes to validate professional certification of all teachers and paraprofessionals, including, but not limited to the review and approval of all professional learning in the district's system (currently MLP).
6. Serve, in conjunction with the Superintendent of Schools, as the district's primary facilitators of the Professional Development Master Plan.
7. Serve, in conjunction with the Superintendent of Schools, as the district leaders of the Professional Development and Additional Compensation Plan (ACP) committees.
8. Upon request of principals, observe teachers in their classrooms and offer insights for the enhancement of effective instruction.

9. Play a significant leadership role in fostering professional growth and building staff morale throughout the district.

Student Affairs

1. Serve as the Superintendent of School's designee to conduct disciplinary hearings for student code of conduct infractions that result in suspension from school or other related consequences.
2. Serve as the Superintendent of School's designee to hear disciplinary appeals for infractions resulting in consequences assigned by building-level administrators.
3. Serve as the Superintendent of School's designee to review student bullying / harassment / cyberbullying investigations that result in notification to the SAU Office.
4. Refer to the Superintendent of Schools all student disciplinary matters that require further review for possible expulsion proceedings.

District Leadership

1. Work under the direction of the Superintendent of Schools to share supervisory responsibilities for all district schools and personnel.
2. Serve on behalf of the Superintendent of Schools in the event that the Superintendent is not available or present to perform his/her duties.
3. Attend board meetings and prepare such reports for the board as the Superintendent may request.
4. Assist in the development of district policies and administrative rules.
5. Act in the absence of the Superintendent when so designated.
6. Perform such other duties as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Refer to School Board Policy CBE, GCBB and GCOC

EVALUATION: Conducted annually by the Superintendent of Schools

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

Original: March 2003
Revised: August 2007
Revised: August 2011
Revised: November 15, 2017

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT

TITLE: **DIRECTOR OF STUDENT SERVICES**

QUALIFICATIONS:

- New Hampshire Certification as a Director of Special Education or Assistant Superintendent.
- Master's Degree in Education with an emphasis in special education or related area.
- Five years of teaching experience in the field of special education or related experience.
- Ability to coordinate all special education programming in the school district.
- Knowledge and ability to maintain current understanding of federal and state special education laws.
- Ability to supervise and evaluate special education staff as designated.
- Ability to develop and maintain a special education procedures manual.
- Ability to work with parents/guardians on special education matters.
- Ability to work with building principals to ensure that special education procedures, rules and regulations are followed.
- Knowledge of varying special education deliveries.
- Ability to work with varying contracted service providers to ensure that Individual Education Plans are followed as detailed in writing.
- Ability to work with out of district and out of state special education providers to ensure delivery of special education in least restrictive educational setting.
- Ability to work in school environments.
- Ability to work in special education team environment.
- Ability to evaluate and supervise special education staff members.
- Ability to assist in development of school board policies relating to special education and special services delivery.
- Ability to maintain all required special education records, forms and procedures.
- Ability to demonstrate an understanding of special education curriculum, instruction and assessment.
- Ability to develop and supervise programs for ESOL students.
- Ability to supervise school guidance personnel.
- Other qualifications as deemed appropriate by the superintendent of schools.
- Holds a valid driver's license.

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

A. Administrative/Leadership

1. Coordinate and develop programs within the district to ensure smooth development, transition and accomplishment of special education services for the district and among schools.
2. Work with representatives from other school districts to develop and monitor cooperative special education programs.
3. Develop and maintain a student services/special education procedures manual and ensure that all district personnel are instructed on its use.
4. Attend regional and state meetings relating to student services/special education at the direction of the Superintendent of Schools.
5. Maintain a current understanding of all federal and state laws, rules and regulations relating to special education and related educational law and ensure all district leadership are abreast of changes in the laws.
6. Supervise and is accountable for all required records, forms and procedures.
7. Evaluate all special education programs on an ongoing basis and recommend changes and additions to program as needed.
8. Ensure that procedures for placement, evaluation, assignment and re-appraisal of students with regard to the student services/special education program are in place and are being monitored.
9. Ensure that procedures are in place for early, timely and continuous identification of students with disabilities.
10. Work with contracted service providers to ensure appropriate delivery of student services/special education programs.
11. Work with out of district providers to ensure appropriate delivery of student services/special education programs.
12. Work with national, state and regional Directors of Student Service/Special Education to advocate for appropriate education deliveries for students with disabilities.

13. Consult with parents/guardians of students with disabilities.
14. Advise the Superintendent and School Boards on all issues relating to special service/special education programming.

B. Personnel

1. Meet with student service/special education personnel on a regular basis.
2. Supervise and evaluate student services/ special education personnel in conjunction with building principals or other program coordinators.
3. Takes the lead in interviewing applicants and recommending to the Superintendent finalists for all student service and special education positions.
4. Plans, implements and if necessary delivers staff development activities needed to accomplish programs goals in student services and special education and as they relate to the school board's goals.
5. Ensures that all student service/special education staff are HQT and certified.
6. Ensures that special education paraprofessionals are planned provided professional development activities to ensure their continuing Para-educator certification.

C. Curriculum, Instruction and Assessment

1. Provides advice and recommendations relative to the development and revision of curriculum.
2. Assure that the curriculums are sufficiently differentiated to ensure learning for all.
3. Helps monitor the delivery of curriculum and instruction to assure appropriate education for all children.
4. Is knowledgeable of and involved with all district curriculum content and instructional strategies to provide interface between student service/special education and the general education programs.
5. Uses assessment data to make decisions about student service and special education programs and student placements.
6. Helps to ensure there is a district-wide student assessment program.

- D. Maintenance/Capital Improvement/Transportation
1. Advises the Superintendent of space needs which impact the student services/special education programs.
 2. Works with building principals and program coordinators to ensure adequate space for student service/special education programs.
 3. Works with Director of Facilities and building principals to ensure cleanliness of student service/special education rooms and facilities.
 4. Ensures that a safety/crisis plan is developed for special education programs as it relates to individual student needs.
 5. Plans, implements and supervises special education transportation services.
- E. Finance
1. Prepares applications for and oversees all federal and state grants for student services/special education program.
 2. Develops and is accountable for the student service/special education expenditures and revenues and makes regular status reports to the Superintendent and School Board.
 3. Works with other Director of Student Services to assure cost effective delivery of student services and special education.
- F. Communications and Community Relations
1. Provides parents, guardians, and community members with information relative to IDEA 2004, 89-313, 504 ESOL and state laws, rules and regulations relating to student services and special education.
 2. Facilitates regular and substantive communications among the student services/ special education personnel and all school district employees and between schools and the community.
 3. Communicates to the School Board information about the student services/special education programs.
- G. Student Services
1. Supervises the ESOL program.

2. Helps to supervise school guidance personnel.
3. Oversees the work of the Special Education IEP teams.
4. Supervises the development and implementation of Individual education Plans (IEP's) in accordance with federal and state law, rules, and regulations and in accordance with the concept of "least restrictive environment."
5. Coordinates, directs and supervises the delivery of all student services to assure access to all students to school services and to utilize other least restrictive placements as necessary.
6. Coordinate homebound instruction for student with disabilities.
7. Assist in coordinating and monitoring of out-of-district placements.

H. Other

1. Serve on district committees as assigned by the Superintendent of Schools.
2. Serve on the Leadership Team.
3. Carry out other responsibilities as designated by the Superintendent of schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

Revised: January 1994

Revised: August 1998

Revised: May 2005

Revised: August 2007

SCHOOL ADMINISTRATIVE OFFICE # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **BUSINESS ADMINISTRATOR**

QUALIFICATIONS:

- NH Certification as a Business Administrator.
- Master's Degree in Business Management, Accounting or Business Logistics.
- Experience with educational accounting software systems.
- Experience with State of New Hampshire educational accounting system.
- Three years of experience in school district business or accounting office or related experience.
- Ability to work with vendors to purchase educational supplies and materials.
- Ability to comply with school board policies on purchasing including competitive bidding, informal quotations and negotiations, items of supply and equipment necessary for the operation of the school district.
- Ability to develop and manage annual school district budget as well as long range fiscal planning.
- Ability to supervise all accounting operations.
- Ability to maintain a records control system for all purchasing.
- Ability to provide regular reports to the school board on the fiscal status of the school district.
- Ability to supervise Director of Facilities and maintain a Capital Improvement Plan for school district facilities.
- Ability to understand and maintain payroll software.
- Ability to supervise payroll personnel.
- Ability to develop and manage all school district insurance programs.
- Ability to work with school district auditor's on annual school district audit and to maintain a system of internal auditing programs for all funds.
- Ability to act as advisor to the superintendent on all questions relating to the business and financial affairs.
- Ability to work with contracted food service personnel and manage district food service program.
- Ability to work with contract transportation personnel and manage transportation service program.
- Ability to develop contracts for contracted food service and transportation services.
- Ability to work with school board to understand the school budget.
- Such alternatives to the above qualifications as the Superintendent of Schools and the School Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

A. Financial/ Accounting Practice

1. Supervise the management of all financial affairs of the school district as detailed in ED 303.2 d, f, and k.
2. Assume the responsibility for development and management of the annual school district budget and long range financial planning.
3. Establish and manage a program of financial accounting, cost control and history of all financial transactions.
4. Supervise the school district's supporting services through the Director of Facilities, and the contracted service Director of Food Service and Director of Transportation and manage all contract service agreements.
5. Arrange for and supervise the preparation, publication and distribution of the annual school budget as approved by the Superintendent and the School Board.
6. Take the lead in developing improvements in the financial management of the school system including budget method, format and presentation.
7. Work with the school budget committee and other community groups in interpreting the annual school budget and financial data which impacts the school system by personal appearance or other method, as requested by the Superintendent of Schools.
8. Coordinate, process and control transfers of budget funds.
9. Ensures that all financial statements are reconciled.
10. Approves all purchase orders and vouchers authorizing the expenditure of funds before they are approved by the school board.
11. Recommends new accounting methods as desirable and necessary.
12. Assumes responsibility for all insurance records and insurance accounting.
13. Assists in execution of the enacted budget including explanation of all accounts to the leadership team and working with program coordinators and building administrators to ensure there are appropriate controls over the expenditure of funds.
14. Develops bidding process and manages all bid processes.

15. Maintains financial history for all federal and state grants.
16. Ensures that tuition agreements are managed and billed according to specification.

B. Personnel

1. Supervises and evaluates the Director of Facilities.
2. Supervise and evaluates all accounting personnel.
3. Supervise and evaluate all payroll personnel.
4. Manages personnel administration in the areas of employee benefit packages, separation processes including COBRA and request for personnel information from out of district sources.
5. Assist in evaluating services of contracted services.
6. Assist in developing proposals for contract negotiations and building data bases for all negotiations.

C. Facilities

1. Ensures that there is a plan to manage custodial services for the buildings.
2. Ensures regulatory compliance in the areas of the American's with Disabilities Act (ADA), Family Medical leave Act (FMLA), Asbestos Monitoring and Removal (ASHERA), required water and other environmental testing, required life-safety including fire and evacuation drills and building code compliance.
3. Keep the Superintendent and the School Board updated with regard to ADA, FMLA, Asbestos Monitoring, Life Safety regulations, and building codes.
4. Assists the Superintendent in planning by developing and analyzing population projections, collecting statistics and facilities data and by advising the Superintendent regarding legal and/or regulatory compliance.
5. Ensures that a Capital Improvement Plan is in place and updated annually.
6. Assist the Superintendent of Schools in Physical Plant Planning and construction including long range planning regarding space needs, on-going building programs and capital improvements, communications with

bond counsel and lending institutions and attendance at public hearings and meetings of district building committees.

D. Transportation

1. Ensure that contracts are developed for regular and special education transportation services.
2. Coordinate resolution of bus stop issues and problems with transportation committee of the board and transportation service providers.
3. Meet with transportation service providers on a regular basis to ensure quality of service and communication between the school district and the providers.

E. Other

1. Serves as a member of the Sanborn Regional School District Leadership Team and attends all meetings.
2. Carries out other duties and responsibilities as assigned by the Superintendent of Schools.
3. Support the contract negotiations process.

TERMS OF EMPLOYMENT:

Refer to School Board Policy

EVALUATION:

Conducted by the Superintendent

Original Effective: July 19, 1995

Revised: July 14, 1999

Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **HIGH SCHOOL PRINCIPAL**

QUALIFICATIONS:

- New Hampshire Certification as a Principal.
- A Master’s Degree in Education and/or School Administration/leadership.
- Five years of experience as a secondary level teacher or other secondary education experience.
- Ability to work with and communicate with secondary age students and understand their social/emotional development.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate a vision for public secondary education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communications tool.
- Demonstrate understanding of the delivery of secondary education, curriculum, instruction, and assessment.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver’s license.

REPORTS TO: Superintendent of Schools

SUPERVISES: High School teachers, support staff and such individuals as directed by the Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes and directs implementation of all school activities and programs.
3. Keeps the Superintendent of Schools informed of school activities and programs.

4. Makes recommendations concerning the school's administration and instruction.
5. Establishes the necessary organization of the instructional program in accordance with existing policies and regulations.
6. Assists in the management and preparation of the school budget.
7. Ensures that class sizes are adequate to enhance student learning.
8. Ensures that written curriculum is implemented, monitored and evaluated.
9. Supervises the maintenance of all required student records, reports and all building records and reports.
10. Leads in the development, determination of appropriateness and monitoring of the instructional program.
11. Ensures that a program of assessment of students is in place and used to inform instructional practice.
12. Develops and implements in accordance with policies and regulations intramural and student activities that enhance educational delivery.
13. Serves on Seacoast School of Technology Principal's Advisory Board.

B. Personnel and Staff

1. Assigns, observes and evaluates all personnel within the school. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Interprets and enforces district policies and administrative regulations to staff.
3. Makes recommendations relative to renewal and assignment of staff.
4. Interviews and recommends new staff members for nomination to the Superintendent of Schools.
5. Provides for staff meetings and other forums to ensure desirable and necessary communications.
6. Assists in coordinating work of other teaching or non-teaching specialists or consultants assigned to the building.

7. Administers personnel practices within board policy, administrative regulations and negotiated contract agreements.
8. Helps coordinate after school extra-curricular activities and events.
9. Helps to maintain personnel records not kept in the SAU office.
10. Ensures that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.
11. Helps develop and initiate professional development programs within the building that are tied to the School Board's goals and school district initiatives.
12. Helps supervise the guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Assumes responsibility for the safety and administration of the school plant in conjunction with the Director of Facilities.
2. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
3. Plans and supervises fire drills and all emergency preparedness programs.
4. Asserts leadership in times of civil emergency in the school or in the immediate school area to ensure the safety of the students and staff and for the security and accountability for the property.
5. Ensures that a program of inventory control is maintained and updated.
6. Makes recommendations to the Superintendent of Schools and the transportation committee of the School Board about student transportation.
7. Helps coordinate use of the building by outside organizations.
8. Leads the safety committee and makes recommendations to the Superintendent about all safety issues.
9. Helps to ensure effective transportation services at the building level.
10. Help coordinate and approves all high school facility use.

D. Pupil Personnel

1. Accepts new students into the school according to School Board policies and administrative regulations.
2. Assigns all students to teachers based on student records, student achievement, student performance, behavioral history, assessment data, and previous history of support services.
3. Ensure that accurate records are maintained for each student to include:
 - a. attendance
 - b. assessment results
 - c. grade(s) and course of studies
 - d. health records
 - e. special education records and other student service records as required
 - f. post-secondary applications
4. Execute School Board Policy and administrative regulations about release of student information.
5. Ensure that the following services are provided to students on a as need basis: Health services, Counseling/Guidance services, Food services, Special Education services, and services for other Federal/State programs.
6. Establish and implement a system that defines student conduct, rules and regulations relating to student behavior, and enforce a fair and equitable disciplinary system that follows due process rights for all students.

E. Public Relations

1. Organize and administer a public relations program to inform public, parents, guardians about school programs and instructional programs.
2. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve as a member of such school and/or district committees that emphasis communications with the public.
4. Assume responsibility for all official school correspondence, news releases or newsletters.
5. Respond to written or oral requests for information.

6. Cooperate with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
7. Make use of community resources to supplement and enrich the delivery of instruction.
8. Develop and implement a system of communications relative to student progress, including arrangements for special conferences.

F. Finance

1. Ensure that the staff participates in development of the budget.
2. Submit a school-based budget annually to the Superintendent of Schools and the School Board following prescribed guidelines.
3. Ensure that supplies, texts and materials are ordered and distributed equitably following School Board policy, administrative guidelines and approved budgetary allocations.
4. Ensure that designated school district accounting procedures are followed relative to the expenditure of public funds.
5. Initiate fiscal request for new school or instructional programs.
6. Maintain a record and control of any local funds generated by student activities and/or fund raising.

G. Other

1. Develop and implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions and co-curricular events.
3. Participates in leadership team meetings and other principal's meetings.
4. Serves as an ex-officio member of all committees and councils within the school.
5. Serves as a member of such committees and attends such meetings as directed to by the Superintendent of Schools.
6. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal or to ensure management of all school programs and/or activities.

7. Carries out any other duties assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools

*The above is intended to describe the general content of and requirements for the performance of this job.
It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

Original Effective: August 1976

Revised: September 1987

Revised: January 1999

Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL FOR CURRICULUM

QUALIFICATIONS:

- New Hampshire Certification as a principal.
- A Master's Degree in Education and/or School Administration/leadership.
- Three years of experience as a high school teacher or related experience.
- Ability to work with and communicate with high school age students and understand their social/emotional development.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate an understanding of high school delivery of public education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communication tool.
- Demonstrate understanding of the delivery of high school education, curriculum, instruction, and assessment.
- Demonstrate understanding of regular and special education laws and delivery of special education.
- Ability to organize and carry out a system to manage student behavior.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Building Principal

SUPERVISES: High School teachers, support staff and such individuals as directed by the Building Principal.

PERFORMANCE RESPONSIBILITIES:

- A. Curriculum, Instruction and Assessment
1. Helps to establish and maintain an effective learning climate in the school.
 2. Helps to plan, organize and direct implementation of all school activities and programs under the direction of the building principal.

3. Helps make recommendations about the building's instructional program.
4. Helps establish the necessary organization of the instructional program in accordance with existing policies and regulations.
5. Helps ensure written curriculum is implemented, monitored and evaluated.
6. Helps supervise the maintenance of all required student records.
7. Helps ensure the program of assessment of all students is in place and used to inform instructional practice.
8. Helps coordinate and manage extra-curricular programs.
9. Helps to coordinate publication of student handbook and the program of studies.
10. Coordinate NEASC accreditation teams and process.
11. Acts as high school liaison to the Curriculum, Instruction and Assessment Committee.
12. Acts as high school liaison to other district academic committees.
13. Develops and implements a program of planned professional development.
14. Linked to the school board's goals, professional development committee's goals and building instructional goals.
15. Helps coordinate faculty mentoring program in the high school.
16. Perform classroom visitations and conduct in classroom model/ demonstration teaching related to curriculum.

B. Personnel and Staff

1. Observes and evaluates all personnel as designated by the building principal. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Helps interpret and enforce district policies and administrative regulations to the staff.

3. Makes recommendations to the building principal, relative to renewal and assignment of staff.
4. Helps interview and make recommendations to the building principal about suggested nomination of personnel.
5. Supports the building principal in communicating with the staff, parents, and community members.
6. Assists in coordinating work of other teaching, non-teaching specialists or consultants assigned to the building.
7. Helps administer personnel practices within school board policy, administrative regulations, and negotiated contract agreements.
8. Helps to ensure that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.
9. Helps to supervise guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Helps to ensure that building is safe and well maintained.
2. Helps supervise the daily use of the school facilities for both academic and nonacademic purposes.
3. Helps plan and supervise fire drills and emergency preparedness programs.
4. Helps to ensure that a program of inventory is in place.
5. Helps to ensure effective transportation services at the building level.
6. Helps coordinate the use of the building by outside or community organizations.

D. Pupil Personnel

1. Helps coordinate support service programs in the building.
2. Ensures that all student records are maintained and secure.

3. Responds to written or oral request for information as assigned by the building principal.
 4. Cooperates with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
 5. Helps to establish and implement a system that defines student conduct, rules and regulations relating to student behavior and enforce a fair and equitable disciplinary system.
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E. Public Relations

1. Helps organize and administer a public relations program to inform the public, parents, guardians about school programs and instructional programs.
2. Helps act as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve on district and building committees as assigned by the superintendent of school and/or the building principal.
4. Helps make use of community resources to supplement and enrich the delivery of instruction.
5. Assist in communicating information about student progress to parents/guardians.

F. Finance

1. Help to prepare the building budget as directed by the building principal.
2. Help ensure that supplies, texts, and materials are ordered and distributed equitably per the building budget.
3. Helps review monthly school financial statements.
4. Help maintain records and control of local funds generated by student activities and/or fund raising.

G. Other

1. Help implement school or special events that recognize student achievement and learning.

2. Attend school sponsored activities, functions, and co-curricular events.
3. Participate in leadership team meetings.
4. Support the building principal by attending building or district committee meetings as assigned.
5. Carry out the duty of principal when the principal is absent or out of building.
6. Carry out any other duty as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

*The above is intended to describe the general content of and requirements for the performance of this job.
It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

Original: August 2007

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: HIGH SCHOOL ASSISTANT PRINCIPAL

QUALIFICATIONS:

- New Hampshire Certification as a Principal
- A Master's Degree in Education and/or School Administration/leadership.
- Three years of experience as a high school teacher or related experience.
- Ability to work with and communicate with high school age students and understand their social/emotional development
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate an understanding of high school delivery of public education.
- Ability to write effectively
- Ability to work in a noisy school environment
- Ability to stand for long periods of time
- Ability to use technology to enhance learning and as a communication tool.
- Demonstrate understanding of the delivery of high school education, curriculum, instruction, and assessment.
- Demonstrate understanding of regular and special education laws and delivery of special education.
- Ability to organize and carry out a system to manage student behavior .
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Building Principal

SUPERVISES: High School teachers, support staff and such individuals as directed by the Building Principal

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Helps to establish and maintain an effective learning climate in the school.
2. Helps to plan, organize and direct implementation of all school activities and programs under the direction of the building principal.

3. Helps make recommendations about the building's instructional program.
4. Helps establish the necessary organization of the instructional program in accordance with existing policies and regulations.
5. Helps ensure written curriculum is implemented, monitored and evaluated.
6. Helps supervise the maintenance of all required student records.
7. Helps ensure the program of assessment of all students is in place and used to inform instructional practice.
8. Helps coordinate and manage extra-curricular programs.

B. Personnel and Staff

1. Observes and evaluates all personnel as designated by the building principal. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Helps interpret and enforce district policies and administrative regulations to the staff.
3. Makes recommendations to the building principal, relative to renewal and assignment of staff.
4. Helps interview and make recommendations to the building principal about suggested nomination of personnel.
5. Supports the building principal in communicating with the staff, parents, and community members.
6. Assists in coordinating work of other teaching, non-teaching specialists or consultants assigned to the building.
7. Helps administer personnel practices within school board policy, administrative regulations, and negotiated contract agreements.
8. Helps to ensure that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.
9. Helps to supervise guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Helps to ensure that building is safe and well maintained.
2. Helps supervise the daily use of the school facilities for both academic and nonacademic purposes.
3. Helps plan and supervise fire drills and emergency preparedness programs.
4. Helps to ensure that a program of inventory is in place.
5. Helps to ensure effective transportation services at the building level.
6. Helps coordinate the use of the building by outside or community organizations.

D. Pupil Personnel

1. Helps coordinate support service programs in the building.
2. Ensures that all student records are maintained and secure.
3. Responds to written or oral request for information as assigned by the building principal.
4. Cooperates with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
5. Helps to establish and implement a system that defines student conduct, rules and regulations relating to student behavior and enforce a fair and equitable disciplinary system.

E. Public Relations

1. Helps organize and administer a public relations program to inform the public, parents, guardians about school programs and instructional programs.
2. Helps act as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve on district and building committees as assigned by the superintendent of school and/or the building principal.

4. Helps make use of community resources to supplement and enrich the delivery of instruction.
5. Assist in communicating information about student progress to parents/guardians.

F. Finance

1. Help to prepare the building budget as directed by the building principal.
2. Help ensure that supplies, texts, and materials are ordered and distributed equitably per the building budget.
3. Helps review monthly school financial statements.
4. Help maintain records and control of local funds generated by student activities and/or fund raising.

G. Other

1. Help implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions, and co-curricular events.
3. Participate in leadership team meetings.
4. Support the building principal by attending building or district committee meetings as assigned.
5. Carry out the duty of principal when the principal is absent or out of building.
6. Carry out any other duty as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

Original: May 2002
Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **MIDDLE SCHOOL PRINCIPAL**

QUALIFICATIONS:

- New Hampshire Certification as a Principal.
- A Master's Degree in Education and/or School Administration/Leadership.
- Five years of experience as an middle school or upper elementary school teacher.
- Ability to work with and communicate with middle school age students and understand their social/emotional development.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate a vision for public middle school education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communications tool.
- Demonstrate understanding of the delivery of middle school education, curriculum, instruction, and assessment.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Superintendent of Schools

SUPERVISES: Middle School teachers, support staff and such individuals as directed by the Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Establishes and maintains an effective learning climate in the school.

2. Plans, organizes and directs implementation of all school activities and programs.
3. Keeps the Superintendent of Schools informed of school activities and programs.
4. Makes recommendations concerning the school's administration and instruction.
5. Establishes the necessary organization of the instructional program in accordance with existing policies and regulations.
6. Assists in the management and preparation of the school budget.
7. Ensures that class sizes are adequate to enhance student learning.
8. Ensures that written curriculum is implemented, monitored and evaluated.
9. Supervises the maintenance of all required student records, reports and all building records and reports.
10. Leads in the development, determination of appropriateness and monitoring of the instructional program.
11. Ensures that a program of assessment of students is in place and used to inform instructional practice.
12. Develops and implements in accordance with policies and regulations intramural and student activities that enhance educational delivery.

B. Personnel and Staff

1. Assigns, observes and evaluates all personnel within the school. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Interprets and enforces district policies and administrative regulations to staff.
3. Makes recommendations relative to renewal and assignment of staff.
4. Interviews and recommends new staff members for nomination to the Superintendent of Schools.
5. Provides for staff meetings and other forums to ensure desirable and necessary communications.

6. Assists in coordinating work of other teaching or non-teaching specialists or consultants assigned to the building.
7. Administers personnel practices within board policy, administrative regulations and negotiated contract agreements.
8. Helps coordinate after school extra-curricular activities and events.
9. Helps to maintain personnel records not kept in the SAU office.
10. Ensures that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.
11. Helps develop and initiate professional development programs within the building that are tied to the School Board's goals and school district initiatives.
12. Helps supervise the guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Assumes responsibility for the safety and administration of the school plant in conjunction with Director of Facilities.
2. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
3. Plans and supervises fire drills and all emergency preparedness programs.
4. Asserts leadership in times of civil emergency in the school or in the immediate school area to ensure the safety of the students and staff and for the security and accountability for the property.
5. Ensures that a program of inventory control is maintained and updated.
6. Makes recommendations to the Superintendent of Schools and the transportation committee of the School Board about student transportation.
7. Helps coordinate use of the building by outside organizations.
8. Leads the safety committee and makes recommendations to the Superintendent about all safety issues.
9. Helps to ensure effective transportation services at the building level.

D. Pupil Personnel

1. Accepts new students into the school according to School Board policies and administrative regulations.
2. Assigns all students to teachers based on student records, student achievement, student performance, behavioral history, assessment data, and previous history of support services.
3. Ensure that accurate records are maintained for each student to include:
 - a. attendance
 - b. assessment results
 - c. grade(s) and course of studies
 - d. health records
 - e. special education records and other student service records as required.
4. Execute School Board Policy and administrative regulations about release of student information.
5. Ensure that the following services are provided to students on a as need basis: Health services, Counseling/Guidance services, Food services, Special Education services, and services for other Federal/State programs.
6. Establish and implement a system that defines student conduct, rules and regulations relating to student behavior, and enforce a fair and equitable disciplinary system that follows due process rights for all students.

E. Public Relations

1. Organize and administer a public relations program to inform public, parents, guardians about school programs and instructional programs.
2. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve as a member of such school and/or district committees that emphasis communications with the public.
4. Assume responsibility for all official school correspondence, news release or newsletters.
5. Respond to written or oral request for information.

6. Cooperate with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
7. Make use of community resources to supplement and enrich the delivery of instruction.
8. Develop and implement a system of communications relative to student progress, including arrangements for special conferences.

F. Finance

1. Ensure that the staff participates in development of the budget.
2. Submit a school-based budget annually to the Superintendent of Schools and the School Board following prescribed guidelines.
3. Ensure that supplies, texts and materials are ordered and distributed equitably following School Board policy, administrative guidelines and approved budgetary allocations.
4. Ensure that designated school district accounting procedures are followed relative to the expenditure of public funds.
5. Initiate fiscal request for new school or instructional programs.
6. Maintain a record and control of any local funds generated by student activities and/or fund raising.

G. Other

1. Develop and implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions and co-curricular events.
3. Participates in leadership team meetings and other principal's meetings.
4. Serves as an ex-officio member of all committees and councils within the school.
5. Serves as a member of such committees and attends such meetings as directed to by the Superintendent of Schools.

6. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal or to ensure management of all school programs and/or activities.
7. Carries out any other duties assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to Sanborn Regional School Board Policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

*The above is intended to describe the general content of and requirements for the performance of this job.
It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

Original: August 1976
Revised: September 1987
Revised: May 1999
Revised: October 2003
Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **MIDDLE SCHOOL ASSISTANT PRINCIPAL**

QUALIFICATIONS:

- New Hampshire Certification as a Principal
- A Master's Degree in Education and/or School Administration/Leadership.
- Three years of experience as a middle school teacher or related experience.
- Ability to work with and communicate with middle school age students and understand their social/emotional development.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate an understanding of middle school delivery of public education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communication tool.
- Demonstrate understanding of the delivery of middle school education, curriculum, instruction, and assessment.
- Demonstrate understanding of regular and special education laws and delivery of special education.
- Ability to organize and carry out a system to manage student behavior.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Building Principal

SUPERVISES: Middle School teachers, support staff and such individuals as directed by the Building Principal

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Helps to establish and maintain an effective learning climate in the school.

2. Helps to plan, organize and direct implementation of all school activities and programs under the direction of the building principal.
3. Helps make recommendations about the building's instructional program.
4. Helps establish the necessary organization of the instructional program in accordance with existing policies and regulations.
5. Helps ensure written curriculum is implemented, monitored and evaluated.
6. Helps supervise the maintenance of all required student records.
7. Helps ensure the program of assessment of all students is in place and used to inform instructional practice.
8. Helps coordinate and manage extra-curricular programs.

B. Personnel and Staff

1. Observes and evaluates all personnel as designated by the building principal. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Helps interpret and enforce district policies and administrative regulations to the staff.
3. Makes recommendations to the building principal, relative to renewal and assignment of staff.
4. Helps interview and make recommendations to the building principal about suggested nomination of personnel.
5. Supports the building principal in communicating with the staff, parents, and community members.
6. Assists in coordinating work of other teaching, non-teaching specialists or consultants assigned to the building.
7. Helps administer personnel practices within school board policy, administrative regulations, and negotiated contract agreements.
8. Helps to ensure that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.

9. Helps to supervise guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Helps to ensure that building is safe and well maintained.
2. Helps supervise the daily use of the school facilities for both academic and nonacademic purposes.
3. Helps plan and supervise fire drills and emergency preparedness programs.
4. Helps to ensure that a program of inventory is in place.
5. Helps to ensure effective transportation services at the building level.
6. Helps coordinate the use of the building by outside or community organizations.

D. Pupil Personnel

1. Helps coordinate support service programs in the building.
2. Ensures that all student records are maintained and secure.
3. Responds to written or oral request for information as assigned by the building principal.
4. Cooperates with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
5. Helps to establish and implement a system that defines student conduct, rules and regulations relating to student behavior and enforce a fair and equitable disciplinary system.

E. Public Relations

1. Helps organize and administer a public relations program to inform the public, parents, guardians about school programs and instructional programs.

2. Helps act as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve on district and building committees as assigned by the superintendent of school and/or the building principal.
4. Helps make use of community resources to supplement and enrich the delivery of instruction.
5. Assist in communicating information about student progress to parents/guardians.

F. Finance

1. Help to prepare the building budget as directed by the building principal.
2. Help ensure that supplies, texts, and materials are ordered and distributed equitably per the building budget.
3. Helps review monthly school financial statements.
4. Help maintain records and control of local funds generated by student activities and/or fund raising.

G. Other

1. Help implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions, and co-curricular events.
3. Participate in leadership team meetings.
4. Support the building principal by attending building or district committee meetings as assigned.
5. Carry out the duty of principal when the principal is absent or out of building.
6. Carry out any other duty as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools

*The above is intended to describe the general content of and requirements for the performance of this job.
It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

Original: August 1977
Revised: September 1978
Revised: June 1984
Revised: September 1999
Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **ELEMENTARY SCHOOL PRINCIPAL**

QUALIFICATIONS:

- New Hampshire Certification as a Principal.
- A Master's Degree in Education and/or School Administration/Leadership.
- Five years of experience as an elementary education teacher.
- Ability to work with and communicate with elementary age students.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members
- Ability to demonstrate a vision for public elementary education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communications tool.
- Demonstrate understanding of the delivery of elementary education, curriculum, instruction, and assessment.
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Superintendent of Schools

SUPERVISES: Elementary teachers, support staff and such individuals as directed by the Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes and directs implementation of all school activities and programs.
3. Keeps the Superintendent of Schools informed of school activities and programs.

4. Makes recommendations concerning the school's administration and instruction.
5. Establishes the necessary organization of the instructional program in accordance with existing policies and regulations.
6. Assists in the management and preparation of the school budget.
7. Ensures that class sizes are adequate to enhance student learning.
8. Ensures that written curriculum is implemented, monitored and evaluated.
9. Supervises the maintenance of all required student records, reports and all building records and reports.
10. Leads in the development, determination of appropriateness and monitoring of the instructional program.
11. Ensures that a program of assessment of students is in place and used to inform instructional practice.
12. Develops and implements in accordance with policies and regulations intramural and student activities that enhance educational delivery.
13. Helps to ensure effective transportation services at the building level.

B. Personnel and Staff

1. Assigns, observes and evaluates all personnel within the school. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Interprets and enforces district policies and administrative regulations to staff.
3. Makes recommendations relative to renewal and assignment of staff.
4. Interviews and recommends new staff members for nomination to the Superintendent of Schools.
5. Provides for staff meetings and other forums to ensure desirable and necessary communications.
6. Assists in coordinating work of other teaching or non-teaching specialists or consultants assigned to the building.

7. Administers personnel practices within board policy, administrative regulations and negotiated contract agreements.
8. Helps coordinate after school extra-curricular activities and events.
9. Helps to maintain personnel records not kept in the SAU office.
10. Ensures that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.
11. Helps develop and initiate professional development programs within the building that are tied to the School Board's goals and school district initiatives.
12. Helps supervise the guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Assumes responsibility for the safety and administration of the school plant in conjunction with Director of Facilities.
2. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
3. Plans and supervises fire drills and all emergency preparedness programs.
4. Asserts leadership in times of civil emergency in the school or in the immediate school area to ensure the safety of the students and staff and for the security and accountability for the property.
5. Ensures that a program of inventory control is maintained and updated.
6. Makes recommendations to the Superintendent of Schools and the transportation committee of the School Board about student transportation.
7. Helps coordinate use of the building by outside organizations.
8. Leads the safety committee and makes recommendations to the Superintendent about all safety issues.

D. Pupil Personnel

1. Accepts new students into the school according to School Board policies and administrative regulations.
2. Assigns all students to teachers based on student records, student achievement, student performance, behavioral history, assessment data, and previous history of support services.
3. Ensure that accurate records are maintained for each student to include:
 - a. attendance
 - b. assessment results
 - c. grades and course of studies
 - d. health records
 - e. special education records and other student service records as required.
4. Execute School Board Policy and administrative regulations about release of student information.
5. Ensure that the following services are provided to students on a as need basis: Health services, Counseling/Guidance services, Food services, Special Education services, and services for other Federal/State programs.
6. Establish and implement a system that defines student conduct, rules and regulations relating to student behavior, and enforce a fair and equitable disciplinary system that follows due process rights for all students.

E. Public Relations

1. Organize and administer a public relations program to inform public, parents, guardians about school programs and instructional programs.
2. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve as a member of such school and/or district committees that emphasis communications with the public.
4. Assume responsibility for all official school correspondence, news release or newsletters.
5. Respond to written or oral request for information.

6. Cooperate with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
7. Make use of community resources to supplement and enrich the delivery of instruction.
8. Develop and implement a system of communications relative to student progress, including arrangements for special conferences

F. Finance

1. Ensure that the staff participates in development of the budget.
2. Submit a school-based budget annually to the Superintendent of Schools and the School Board following prescribed guidelines.
3. Ensure that supplies, texts and materials are ordered and distributed equitably following School Board policy, administrative guidelines and approved budgetary allocations.
4. Ensure that designated school district accounting procedures are followed relative to the expenditure of public funds.
5. Initiate fiscal request for new school or instructional programs.
6. Maintain a record and control of any local funds generated by student activities and/or fund raising.

G. Other

1. Develop and implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions and co-curricular events.
3. Participates in leadership team meetings and other principal's meetings.
4. Serves as an ex-officio member of all committees and councils within the school.
5. Serves as a member of such committees and attends such meetings as directed to by the Superintendent of Schools.

6. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal or to ensure management of all school programs and/or activities.
7. Carries out any other duties assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

Original: August 1976
Revised: September 1987
Revised: May 1999
Revised: October 2003
Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT # 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: **ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**

QUALIFICATIONS:

- New Hampshire Certification as a Principal
- A Master's Degree in Education or School Administration/Leadership.
- Three years of experience as an elementary teacher or related experience.
- Ability to work with and communicate with elementary age students and understand their social/emotional development.
- Ability to work with and communicate with staff.
- Ability to work with and communicate with parents, guardians and community members.
- Ability to demonstrate an understanding of elementary delivery of public education.
- Ability to write effectively.
- Ability to work in a noisy school environment.
- Ability to stand for long periods of time.
- Ability to use technology to enhance learning and as a communication tool.
- Demonstrate understanding of the delivery of elementary education, curriculum, instruction, and assessment.
- Demonstrate understanding of special education laws and delivery of special education.
- Ability to coordinate special education program in the building and work with the Director of Student Services to ensure compliance with Special Education laws and regulations..
- Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: Building Principal

SUPERVISES: Elementary School teachers, support staff and such individuals as directed by the Building Principal.

PERFORMANCE RESPONSIBILITIES:

A. Curriculum, Instruction and Assessment

1. Helps to establish and maintain an effective learning climate in the school.

2. Helps to plan, organize and direct implementation of all school activities and programs under the direction of the building principal.
3. Helps make recommendations about the building's instructional program.
4. Helps establish the necessary organization of the instructional program in accordance with existing policies and regulations.
5. Helps ensure written curriculum is implemented, monitored and evaluated.
6. Helps supervise the maintenance of all required student records including the records of special education students.
7. Helps ensure the program of assessment of all students is in place and used to inform instructional practice.
8. Helps coordinate and manage extra-curricular programs.

B. Personnel and Staff

1. Observes and evaluates all personnel as designated by the building principal. Submits all evaluations of employees to the SAU office by March 1st of each year.
2. Helps interpret and enforce district policies and administrative regulations to the staff.
3. Makes recommendations to the building principal, relative to renewal and assignment of staff.
4. Helps interview and make recommendations to the building principal about suggested nomination of personnel.
5. Supports the building principal in communicating with the staff, parents, and community members.
6. Assists in coordinating work of other teaching, non-teaching specialists or consultants assigned to the building.
7. Helps administer personnel practices within school board policy, administrative regulations, and negotiated contract agreements.
8. Helps to ensure that substitutes are available to cover classrooms due to absence, contractual leave or professional leave.

9. Helps to supervise guidance and student service personnel to enhance student education and development.

C. Physical Plant Operation and Management

1. Helps to ensure that building is safe and well maintained.
2. Helps supervise the daily use of the school facilities for both academic and nonacademic purposes.
3. Helps plan and supervise fire drills and emergency preparedness programs.
4. Helps to ensure that a program of inventory is in place.
5. Helps manage transportation services for the building including special transportation arrangements.
6. Helps coordinate the use of the building by outside or community organizations.

D. Pupil Personnel

1. Helps coordinate special services program in the school in conjunction with the Director of Pupil Services.
2. Ensures that all special education records are maintained and in compliance with applicable state and federal law.
3. Responds to written or oral request for information as assigned by the building principal.
4. Cooperates with local authorities in matters relating to students as defined by School Board Policy and administrative regulation.
5. Helps to establish and implement a system that defines student conduct, rules and regulations relating to student behavior and enforce a fair and equitable disciplinary system.
6. Helps to ensure effective transportation services at the building level.

E. Public Relations

1. Helps organize and administer a public relations program to inform the public, parents, guardians about school programs and instructional programs.
2. Helps act as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
3. Serve on district and building committees as assigned by the superintendent of schools and/or the building principal.
4. Helps make use of community resources to supplement and enrich the delivery of instruction.
5. Assist in communicating information about student progress to parents/guardians.

F. Finance

1. Help to prepare the building budget as directed by the building principal.
2. Help ensure that supplies, texts, and materials are ordered and distributed equitably per the building budget.
3. Review all request for special education placement or ancillary services.
4. Help maintain records and control of local funds generated by student activities and/or fund raising.

G. Other

1. Help implement school or special events that recognize student achievement and learning.
2. Attend school sponsored activities, functions, and co-curricular events.
3. Participate in leadership team meetings.
4. Support the building principal by attending building or district committee meetings as assigned.

5. Carry out the duty of principal when the principal is absent or out of building.
6. Carry out any other duty as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB, GCBB-R

EVALUATION:

Conducted annually by the Superintendent of Schools.

*The above is intended to describe the general content of and requirements for the performance of this job.
It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

Approved: April 1994
Revised: June 23, 1998
Revised: August 2007

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TITLE: HIGH SCHOOL DIRECTOR OF GUIDANCE

QUALIFICATIONS:

- New Hampshire certified as a School Counselor and it is preferred that the individual be certified as a School Administrator.
- A Master's Degree in School Counseling or related field with certification as a School Counselor.
- Five years of experience as a School Counselor.
- Ability to work with and communicate with adolescent students.
- Knowledge of career counseling and ability to communicate information about careers and occupations to students and parents/guardians.
- Knowledge and understanding of student assessment processes and procedures.
- Ability to communicate assessment results to students, teachers, and parents or guardians.
- Ability to communicate information about post secondary education to students and parents/guardians.
- Ability to communicate information about post secondary financial aid to students and parents/guardians.
- Ability to establish a vision about guidance services in the high school.
- Ability to work with administrative team including the principal of the high school and other school administrators.
- Ability to communicate coherently in written communication.
- Ability to work in varying work environments from 1-1, small group, and large group.
- Ability to work with teachers to solve student issues.
- Ability to develop a guidance department budget.
- Ability to help coordinate and plan advisory activities.
- Ability to develop and implement a master schedule.
- Ability to provide direct counseling to students with particular emphasis on students at risk.
- Ability to work with building Special Education Coordinator and the District Director of Student Services.
- Ability to work in a school environment.
- Ability to serve on the Sanborn Regional School District Leadership Team.
- Ability to plan, develop and implement transitional activities for entering students.
- Ability to manage student records.
- Such other qualifications as the Board and the Superintendent of Schools may find appropriate and acceptable.
- Holds a valid driver's license.

REPORTS TO: High School Principal

PERFORMANCE RESPONSIBILITIES:

A. Student Activities

1. Develop and implement a master teaching and instructional schedule.
2. Assist in managing the process for student course selection and resolving course conflicts.
3. Assist students in evaluating their aptitudes and abilities through the interpretation of student assessment results, teacher feedback and individual discussion.
4. Assist in ensuring all new students or transfers are registered and oriented to the school.
5. Assist in obtaining and disseminating occupational information to students and teachers and supporting parental request for career and occupational information.
6. Coordinate advisory system including development of advisory activities.
7. Provide direct counseling support to students in 1-1, small group or large group environments.
8. Coordinate the preparation of report cards.
9. Coordinate the development of student transcripts and forwarding of official transcripts to post secondary education institutions.
10. Work with Seacoast School of Technology to help support our students attendance at SST including selection of programs or courses.
11. Serve as a liaison to the court for Sanborn Regional High School students.
12. Assist students in planning independent studies or external learning activities.
13. Provide students counseling relative to staying in school.
14. Assist students in growing as individuals, gaining more understanding about themselves, and self-assessing their talents and abilities.
15. Coordinate student assessment programs including NECAP, SAT and PSAT testing and Advanced Placement testing.

16. Work with students on an individual basis in the solution of personal problems.
17. Work with students on an individual or small group basis on the selection of post secondary educational opportunities.
18. Work with students on an individual, small group or large group basis on the availability of financial aid and develop and implement financial aid nights for parents/guardians.
19. Supervise the preparation and processing of college, scholarship and employment applications.
20. Prepare recommendations for post secondary institutions and scholarships as needed.
21. Confer with parents whenever necessary.
22. Organize and conduct career days.
23. Help arrange for student tutors or summer school placement.
24. Coordinate the maintenance and management of student records in a confidential manner and in compliance with the Family Rights and Privacy Act.
25. Plan guidance field trips to schools, all post secondary institutions and industry for interested students.
26. Develop and implement transitional educational services for 8th grade students an students from Fremont School District.

B. Guidance Personnel and Activities

1. Supervise and evaluate all guidance department personnel.
2. Supervise all guidance department services.
3. Work with Special Education Building Coordinator and District Director of Pupil Personnel Services to ensure compliance with special education laws and services to students with disabilities.
4. Advise administrators and faculty on matters relating to guidance services.
5. Provide in-service training and orientation to new staff members relative to guidance services.

6. Interpret the guidance program to parents/guardians and the community.
7. Coordinate and help management advisory program for the school.
8. Serve on District Leadership Team.
9. Serve on high school administrative team under direction of the principal.
10. Take an active role in communicating the mission of the guidance department to students, parents/guardians and the community.
11. Support the staff in assisting with delivery of guidance services.

C. Finance

1. Prepare and manage guidance department budget.
2. Assist in ensuring that all post secondary application fees are forwarded to appropriate institutions.
3. Assist in ensuring that all fees for student assessments are forwarded to appropriate vendor.
4. Coordinate all district scholarship programs.

D. Other

1. Carry out other duties as assigned by the Principal of the High School or the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Refer to School Board policy GCBB and individual contract

EVALUATION:

Conducted annually by the Principal of the High School.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

Approved: May 2001
Revised: April 2007
Revised: August 2007