

Newburgh Enlarged City School District
Job Description

TITLE:	CO-PRINCIPAL (ELEMENTARY)
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REPORTS TO:	Assistant Superintendent for Curriculum & Instruction
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. SAS/SBL/SDA 2. MS+ 3. Certified Danielson Framework for Teaching 2011 Evaluator. 4. At least 5-7 years successful teaching experience. 5. At least 3-5 years of experience as a Building Level administrator.
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JOB GOAL:	The Co-Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty, provide a safe, healthy environment conducive for learning, and foster a strong relationship between the school, district and community.
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DUTIES AND RESPONSIBILITIES:	<p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"> ● Sharing in the supervision of all personnel, directly and/or indirectly. ● Performing other such duties as required by the Superintendent and/or State Education Department. ● Working collaboratively with other Co-Principal regarding all school matters. ● Demonstrating strong & varied communication with all stakeholders. <p style="text-align: center;"><u>Shared Vision for Learning:</u></p> <p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"> ● Sharing the responsibility of facilitating the development, articulation, implementation and stewardship of a vision for learning that is shared and supported by all stakeholders. ● Setting the vision for instructional excellence and ensuring alignment with that vision for faculty members, students, families, and the community. <p style="text-align: center;"><u>Improving Instruction</u></p> <p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"> ● Initiating, designing and implementing programs to meet specific needs of the school. ● Ensuring the design and delivery of high quality curricula that produces clear evidence of learning. ● Fostering professional learning among teachers and employing data-driven decision-making & accountability. ● Monitoring instructional programs quarterly for academic achievement and making adjustments to pedagogy, operations, curricula, and interventions to meet the needs of students. ● Consistently communicating high expectations for the learning for all
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DUTIES AND RESPONSIBILITIES:
(Continued)

students.

School Culture

Co-principal will be responsible for the following:

- Establishing and maintaining an effective learning climate in the school.
- Using cultural proficient leadership that respects and honors the diversity among students and staff and views a culturally inclusive educational environment as a benefit for teaching and learning that results in academic achievement for all students.
- Facilitating a culture of inclusiveness, respect, and empowerment.
- Fostering a culture that is student-centered, interdependent, and that sustains mutually developed high standards for the behavior of all.
- Maintaining active relationships with students and parents.
- Attending special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
- Orienting newly assigned staff members and assists in their development, as appropriate.

Managing people, data, and processes

Co-principals will be responsible for the following:

- Leading the development and implementation of all school systems, schedules, structures, and operations
- Aiding staff in planning individual and school goals and objectives in accordance with school/district policy and procedures.
- Supervising, observing and evaluating all professional, administrative and nonprofessional personnel attached to the school, and makes recommendations for re-employment, tenure, dismissal or reassignment.
- Maintaining personnel records including selection of personnel, letters of recommendation, observation reports and any other records specified by the Board of Education policy.
- Keeping the superintendent informed of the school's activities and problems.
- Making recommendations concerning the school's administration and instruction.
- Preparing and administers the school budget and supervises school finances.
- Supervising the maintenance of all required building records and reports.
- Preparing or supervising the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Working with various members of the central administrative staff on school problems of more than inschool import, such as transportation, special services, and the like.
- Keeping his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.

- Interpreting and enforcing district policies and administrative regulations.
- Maintaining high standards of student conduct and enforcing discipline as necessary, according to student's due process rights.
- Maintaining and controls the various local funds generated by student activities.
- Supervising the maintenance of accurate records on the progress and attendance of students.
- Supervising the school's teaching process.
- Evaluating and counseling of all staff members regarding their individual and group performance.
- Conducting staff meetings to keep members informed of policy changes, new programs, and the like.
- Assisting in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- Assuming responsibility for the safety and administration of the school.
- Supervising the daily use of the school facilities for both academic and nonacademic purposes.
- Other duties as assigned.

Cultivates Leadership in Others

Co-principals will be responsible for the following:

- Creating a shared leadership environment
- Building the capacity of teachers to lead and perfect their craft
- Implementing a system of distributed leadership for recognizing and maximizing talent, and for achieving consistently high levels of performance.