

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>CO-PRINCIPAL (ELEMENTARY)</b>
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<b>REPORTS TO:</b>	Assistant Superintendent for Curriculum & Instruction
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. SAS/SBL/SDA</li><li>2. MS+</li><li>3. Certified Danielson Framework for Teaching 2011 Evaluator.</li><li>4. At least 5-7 years successful teaching experience.</li><li>5. At least 3-5 years of experience as a Building Level administrator.</li></ol>
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<b>JOB GOAL:</b>	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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<b>DUTIES AND RESPONSIBILITIES:</b>	<p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"><li>● Sharing in the supervision of all personnel, directly and/or indirectly.</li><li>● Performing other such duties as required by the Superintendent and/or State Education Department.</li><li>● Working collaboratively with other Co-Principal regarding all school matters.</li><li>● Demonstrating strong &amp; varied communication with all stakeholders.</li></ul> <p style="text-align: center;"><b><u>Shared Vision for Learning:</u></b></p> <p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"><li>● Sharing the responsibility of facilitating the development, articulation, implementation and stewardship of a vision for learning that is shared and supported by all stakeholders.</li><li>● Setting the vision for instructional excellence and ensuring alignment with that vision for faculty members, students, families, and the community.</li></ul> <p style="text-align: center;"><b><u>Improving Instruction</u></b></p> <p>Co-Principal will be responsible for the following:</p> <ul style="list-style-type: none"><li>● Initiating, designing and implementing programs to meet specific needs of the school.</li><li>● Ensuring the design and delivery of high quality curricula that produces clear evidence of learning.</li><li>● Fostering professional learning among teachers and employing data-driven decision-making &amp; accountability.</li><li>● Monitoring instructional programs quarterly for academic achievement and making adjustments to pedagogy, operations, curricula, and interventions to meet the needs of students.</li><li>● Consistently communicating high expectations for the learning for all</li></ul>
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<p><b>DUTIES AND RESPONSIBILITIES:</b> (Continued)</p>	<p>students.</p> <p style="text-align: center;"><b><u>School Culture</u></b></p> <p>Co-principal will be responsible for the following:</p> <ul style="list-style-type: none"> <li>● Establishing and maintaining an effective learning climate in the school.</li> <li>● 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.</li> <li>● Facilitating a culture of inclusiveness, respect, and empowerment.</li> <li>● Fostering a culture that is student-centered, interdependent, and that sustains mutually developed high standards for the behavior of all.</li> <li>● Maintaining active relationships with students and parents.</li> <li>● Attending special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.</li> <li>● Orienting newly assigned staff members and assists in their development, as appropriate.</li> </ul> <p style="text-align: center;"><b><u>Managing people, data, and processes</u></b></p> <p>Co-principals will be responsible for the following:</p> <ul style="list-style-type: none"> <li>● Leading the development and implementation of all school systems, schedules, structures, and operations</li> <li>● Aiding staff in planning individual and school goals and objectives in accordance with school/district policy and procedures.</li> <li>● Supervising, observing and evaluating all professional, administrative and nonprofessional personnel attached to the school, and makes recommendations for re-employment, tenure, dismissal or reassignment.</li> <li>● Maintaining personnel records including selection of personnel, letters of recommendation, observation reports and any other records specified by the Board of Education policy.</li> <li>● Keeping the superintendent informed of the school's activities and problems.</li> <li>● Making recommendations concerning the school's administration and instruction.</li> <li>● Preparing and administers the school budget and supervises school finances.</li> <li>● Supervising the maintenance of all required building records and reports.</li> <li>● Preparing or supervising the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.</li> <li>● 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.</li> <li>● Keeping his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Interpreting and enforcing district policies and administrative regulations.</li> <li>● Maintaining high standards of student conduct and enforcing discipline as necessary, according to student's due process rights.</li> <li>● Maintaining and controls the various local funds generated by student activities.</li> <li>● Supervising the maintenance of accurate records on the progress and attendance of students.</li> <li>● Supervising the school's teaching process.</li> <li>● Evaluating and counseling of all staff members regarding their individual and group performance.</li> <li>● Conducting staff meetings to keep members informed of policy changes, new programs, and the like.</li> <li>● Assisting in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.</li> <li>● Assuming responsibility for the safety and administration of the school.</li> <li>● Supervising the daily use of the school facilities for both academic and nonacademic purposes.</li> <li>● Other duties as assigned.</li> </ul> <p style="text-align: center;"><b><u>Cultivates Leadership in Others</u></b></p> <p>Co-principals will be responsible for the following:</p> <ul style="list-style-type: none"> <li>● Creating a shared leadership environment</li> <li>● Building the capacity of teachers to lead and perfect their craft</li> <li>● Implementing a system of distributed leadership for recognizing and maximizing talent, and for achieving consistently high levels of performance.</li> </ul>
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