

PLEASE RE-POST

PLEASE RE-POST

**LYNN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
100 BENNETT STREET
LYNN, MA 01905**

JUNE 14, 2018

TO: ALL INTERESTED APPLICANTS

RE: PRINCIPAL – Large Elementary School

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution
2. Master's Degree from an accredited institution in the area of Education
3. Massachusetts License as a Principal – elementary
4. Massachusetts License as a Teacher – elementary
5. Five years of successful teaching experience at the elementary level in an urban environment
6. Three to five years successful administrative and/or supervisory experience preferred
7. Ability to perform and multi-task in a highly energized work environment
8. Ability to withstand strong public and professional scrutiny
9. Equipped with personal characteristics required to lead people through an intense change process
10. Proven ability to deal effectively with many constituencies
11. Strong commitment to work on school redesign
12. Proven ability to work with all types of data related to school performance and organizational practice
13. Willingness to self-reflect and to grow professionally
14. Understanding of new Massachusetts Reform Law of 2010 (*An Act Relative to the Achievement Gap*)
15. Proficient in Microsoft Office applications of Word, Excel, Power Point
16. Demonstrated understanding of basic budgeting

All candidates are responsible for proof of qualifications which must be included with the letter of application.

REPORTS TO: Superintendent/Deputy Superintendent

JOB GOAL: To use leadership, administrative ability and human relations skills in the daily operation of the school in order to promote the maximum education development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Leads school-based leadership team in defining short and long term goals and objectives as part of school redesign.
2. Monitors, coordinates and organizes the total educational program at the school level.
3. Reports on and recommends improvements in the school's administrative and instructional support programs, needs and services on a continuous basis.
4. Utilizes data management systems to collect, analyze and interpret data which focus on progress in student achievement.
5. Responsible for the implementation of all School Committee policies and regulations within his/her area of responsibility
6. Provides leadership in the development and implementation of district curriculum.
7. Responsible for school-level performance, improvement mapping and School Improvement Planning.
8. Promotes district-wide goals and initiatives in the area of curriculum, instruction and professional development.
9. Implements district and state required assessment systems and utilizes performance data to guide decision making.
10. Assists the Deputy Superintendent in the preparation and implementation of the school budget and organization.
11. Allocates materials, equipment and space to accomplish instructional goals at his/her school in accordance with the district policy and program requirements.
12. Prepares reports and recommendations as requested.
13. Advises the Superintendent and Deputy Superintendent on matters concerning negotiations and administration of collective bargaining agreements.
14. Monitors the school required implementation of all aspects of Massachusetts Education Reform and Department of Elementary and Secondary Education regulations.
15. Collaborates with other principals and central office administrators to audit programs and satisfy Coordinated Program Review requirements.
16. Supervises and evaluates all professional, paraprofessional and administrative personnel within his/her area of responsibility.
17. Works with the Superintendent and her senior leadership team to redesign the school, dependent upon federal and state improvement status.
18. Recommends to the Superintendent/Deputy Superintendent the hiring, assignment, retention, promotion, tenure and dismissal of staff within his/her area of responsibility in keeping with state and federal licensure regulations.
19. Establishes communication with the school community for the purpose of assessing needs and increasing community awareness.
20. Explains school instructional policies, procedures and achievements to the school community.
21. Acts as liaison between the school and the community, interpreting activities and policies of the school/district and encouraging community participation in school life.
22. Adheres to proper protocols for chain of command.
23. Performs any other tasks and responsibilities as assigned by the Superintendent and/or Deputy Superintendent.

TERMS OF EMPLOYMENT:

Twelve (12) month position

HOURS:

Regular hours: 7:45-3:45 M-Th; 7:45-2:45 Friday
Summer and school vacation hours; 7:45-2:45 M-Th; 7:45-12:45 Friday

SALARY:

Negotiable with the Superintendent.

EVALUATION:

Performance will be evaluated by a Deputy Superintendent



Catherine C. Latham, Ed.D.
Superintendent of Schools
Lynn Public Schools

CCL/crf

APPLICATION PROCEDURES:

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three letters of reference and documentation of education (transcripts) and experience to: **Barbara C. Rafuse, Director of Human Resources, Lynn Public Schools, 100 Bennett Street Lynn, MA 01905**

THE CLOSING DATE FOR APPLICATIONS IS **NOON**
FRIDAY JULY 13, 2018

LATE APPLICATIONS WILL NOT BE ACCEPTED. Under no circumstances is it appropriate for a candidate to communicate in any form with a member of the School Committee concerning his/her candidacy at any time before final action is taken by the Committee relative to the vacancy to be filled.

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity.