



## Merrimack School District

### High School Principal

#### Role Description



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**TITLE:** High School Principal

**REPORTS TO:** Superintendent of Schools

#### **QUALIFICATIONS:**

- Current New Hampshire Principal certification
- Master's degree in related field
- Certificate of Advanced Graduate Studies Preferred
- Minimum of 5 years' experience working as a certified educator
- Prior experience in educational leadership, preferably as a high school principal or assistant principal
- Strong leadership, organization, interpersonal, communication, and problem-solving skills
- Knowledge of educational laws and regulations in the state of New Hampshire
- Ability to work collaboratively and effectively with a diverse group of stakeholders

#### **SUPERVISES AND EVALUATES:**

- All Staff of the Merrimack High School, including Assistant Principals, Director of Extended Learning Opportunities, Director of School Counseling, and Athletic Director.

**JOB GOAL:** The High School Principal is responsible for providing visionary leadership, effective management, and educational excellence. They will oversee the daily operations of the school, ensure a positive and inclusive learning environment, and promote student achievement. The High School Principal will collaborate with staff, students, parents, and the community to foster a culture of continuous improvement and student success.

#### **RESPONSIBILITIES:**

- Ed 300 Standards of a School Principal:
  - The school principal shall promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools by:
    - Facilitating the development, articulation, implementation, and stewardship of best practices for pupils in elementary and secondary education
    - Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

- Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment
  - Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources; and
  - Having the knowledge and skills to promote the success of all students by understanding the larger political, social, economic, legal, and cultural contexts
  - The school principal shall evaluate and make recommendations to the superintendent concerning candidates for teaching and support staff positions within the school in accordance with local school board policy, or as directed by the superintendent
  - The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent
  - The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the state board of education
- Oversee the day-to-day operations of the high school, including budget management
  - Lead curriculum development and implementation efforts to promote high academic standards
  - Support professional development opportunities for high school staff to enhance teaching and learning
  - Collaborate with the Director of Wellness and Director of School Counseling to provide social-emotional support for high school students
  - Build and maintain positive relationships with parents, guardians, and the local community
  - Facilitate communication between the high school, parents, and the broader community
  - Encourage community involvement and support for high school programs and initiatives
  - Collaborate with district leaders to align high school goals with district objectives
  - Ensure administrator coverage for home athletic events, in collaboration with the Athletic Director
  - Ensure the safety and security of high school students and staff
  - Assist in developing and implementing emergency response plans and safety protocols
  - Address any safety concerns promptly and effectively

**TERMS OF EMPLOYMENT:** Position is a full time, year-round, salaried position. Benefits outlined in Advise and Confer Agreement.

**Physical Activity Requirements:**

<b>Lift</b> up to 10 lb.	N	R	O	F	C
<b>Lift</b> 11 to 25 lb.	N	R	O	F	C
<b>Lift</b> 26 to 50 lb.	N	R	O	F	C
<b>Lift</b> over 50 lb.	N	R	O	F	C
<b>Carry</b> up to 10 lb.	N	R	O	F	C

Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C
Twisting	N	R	O	F	C
Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

#### **Work Surface(s)**

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

#### **Hand Manipulation**

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Fingering	N	R	O	F	C
Torquing	N	R	O	F	C

#### **Controls and Equipment:**

Use of typical office/classroom equipment.

#### **During a typical day, employee may be required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	<b>8</b>
Stand	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	<b>8</b>
Walk	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	5	6	7	<b>8</b>

#### **Cognitive/Sensory Requirements:**

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

#### **Summary of Occupational Exposures:**

Exposure to typical building-related hazards and materials.  
Exposure to outdoor exposures

\*Source: CHAPTER Ed 300: ADMINISTRATION OF MINIMUM STANDARDS IN PUBLIC SCHOOLS

[Ed 300 \(state.nh.us\)](https://www.state.nh.us/education/ed300/)