



Benjamin Franklin Elementary/Middle Mathematics and Science School

Principal Job Description

Role Description

The principal is the school leader, providing instructional leadership, managing staff, and ensuring a thriving school environment. You'll implement the curriculum, oversee professional development, analyze data, and communicate results. Leading a team of teachers, paraprofessionals, and support staff, you'll ensure all students receive the academic, social-emotional, and physical support they need. Furthermore, you'll foster a joyful school culture, engage with families and the community, and represent the school publicly. In essence, you ensure a successful and supportive learning environment for all students.

Core Responsibilities and Functions

- Implement a cohesive instructional program, consistent with the school's vision, mission, and in response to current trends in student outcomes, that includes curriculum development and improvement, effective instructional practices, a balanced assessment system, professional development, instructional staff coaching, and data-analysis.
- Provide direction and leadership to the school staff on comprehensive curriculum, including curricular guides, scope and sequence documents, pacing guides, and assessment strategies.
- Implement a comprehensive curriculum framework aligned with national and state standards, taking into account the unique needs of the school community.
- Consistently reviews instructional staff coaching data with Academic Leadership Team to inform professional development and coaching plans for staff.
- Consistently reviews student data with teaching staff to inform lesson planning and assessments.
- Manages all school-based staff, which includes Office Manager, paraprofessionals, content and elective teachers, Dean of Students and Family Liaisons.
- Consistently reviews student outcome data with Academic Leadership Team to inform instructional strategy support, and student support strategies.
- Uses data to make decisions.
- Communicate assessment results to school staff in a clear and actionable way.
- Serve as a member of the Leadership Team.
- Serve as a member of the Academic Leadership Team.
- Facilitates and leads School Level Meetings.
- Provide exemplary leadership to all school community members to achieve outstanding performance in preparing each student for success.
- Demonstrate a relentless commitment to improve the minds and lives of students in and out of school.
- Develop, train, communicate and monitor strategic school systems, culture and vision.



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- Coordinate with the Senior Manager of Curriculum and Instruction to implement effective assessment systems and use data to inform school-level decisions.
- Conduct daily teacher observations and provide real-time feedback to move the needle on student achievement in alignment with the instructional coaching cycle.
- Develop and implement a plan for lesson plan completion, review, and feedback to ensure alignment to standards, rigor, and engagement.
- Ensure that all instructional staff are providing effective homework.
- Hold school staff accountable for meeting a high bar for student performance including requirements for students with exceptionalities in partnership with the Student Support Services Manager.
- Build a joyful and rigorous school culture.
- Foster consistency in academic and behavioral expectations.
- Collaborate with the Executive Director of Student Support Services and Student Support Services Manager to support students' social-emotional, and physical/ health needs and development.
- Develop, and maintain traditions, programs and celebrations to support the school's mission and vision.
- Ensure administration and effectiveness of before and after school programming, and other innovative programming.
- Leads the development of school improvement planning.
- Collaborates with the Academic Leadership Team in the development of daily school schedules, class schedules, teacher assignments and extracurricular activity schedules.
- Monitors student attendance and ensures appropriate reporting and follow-up of truancy.
- Regularly informs the Director of Operations of needs regarding transportation, custodial, and food services.
- Develops and monitors systems to ensure that students are supervised at all times.
- Collaborate with the Director of Operations on the development and implementation of school crisis plans.
- Ensures that student discipline is handled appropriately and equitable, regularly reviewing reports to ensure.
- Assumes ultimate responsibility for all legal compliance and moral responsibility regarding serving students with exceptionalities, and English Language Learners.
- Assumes ultimate responsibility for ensuring that the academic day integrates social-emotional learning and staff and student well-being is an organizational value.
- Assumes ultimate responsibility for instructional leadership and staff professional improvement.



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Secondary Responsibilities and Functions

- Collaborate with the Senior Manager of Curriculum and Instruction in the selection and adoption of high-quality instructional materials that are evidence-based and support diverse learning styles.
- Support the Director of Enrollment, Registration, and Data in the oversight of teacher grading expectations.
- Assist the Director of Operations with safety inspections and safety-drill practice activities.
- Collaborates with the Dean of Students in the development of student behavior management systems, processes, and policies.
- Collaborates with the Chief Executive Officer to develop and review the Academic annual budget.
- Support the development of academic support programs as needed to meet student's needs.
- Ensures that all staff are formally evaluated annually.
- Ensures that all school staff receive individual coaching sessions and observations.
- Ensure that all instructional staff are proficient in using technology to support their teaching practice.
- Implement a system for recognizing and rewarding outstanding teaching and student support practices.
- Implement wellness programs and support systems for staff to ensure their well-being and professional growth.

Organizational Responsibilities

Organizational Effectiveness

- Develop written processes and policies for critical-based operational functions.
- Conduct relevant school-wide training on practices and processes.
- Ensure that all school staff receive training on instructional organizational processes and expectations.
- Implement standardized procedures for lesson planning, grading, assessment, and data to ensure accuracy and consistency.
- Foster a school culture that values the well-being of staff.
- Represent the school at community, local, state, and national events and/or convenings.
- Collaborate on the development of strategies for recruiting and retaining highly qualified teachers.

Professional Development and Training



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- Develop a comprehensive onboarding and training schedule for newly hired employees and all staff.
- Provide on-going professional development opportunities to direct reports.
- Observe and provide constructive feedback to the school-based staff to promote continuous improvement.
- Ensure that all staff receive training on the school's instructional foci and expectations for high-quality instruction.
- Offer specialized training for all school staff to ensure they are well-equipped to support student needs.
- Provide training in data collection and analysis to inform instructional practices and interventions.
- Encourage peer observations and teacher-to-teacher learning to share best practices and support professional growth.
- Implement professional development for school staff to enhance their skills and knowledge in supporting students.
- Implement regular training sessions for teachers on classroom management techniques and behavioral strategies. This will help reduce the frequency of disruptions and improve overall classroom dynamics.

Communication and Collaboration

- Facilitate ongoing checks with direct reports as a way to monitor progress towards goals, provide real-time feedback, maintain relationships, and support professional growth.
- Regularly communicate with Academic Deans to understand behavior related interventions, status, growth, and needs.
- Collaborate with general education teachers to ensure effective and differentiated instruction.
- Communicate effectively with the Director of Student Support Services to ensure a comprehensive and responsive approach to meeting student needs.
- Regularly attend and contribute to the Leadership Team Meeting.
- Facilitates and Leads the School Level Meeting. The School Principal shall lead school meetings with all school-based staff on a regular basis to help in development on a variety of topics that the principal determines. The following roles should attend the school level meetings:
 - Office Manager



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- Teachers
 - Elective Teachers
 - Paraprofessionals
 - Dean of Students
 - Family Liaison
 - Instructional Coaches
 - Special Education Teachers
 - Gifted/Talented Teachers
 - School Social Workers
 - Nurses
- Regularly attend and contribute to the Academic Leadership Team. The Academic Leadership Team collaborates to ensure a quality education for all students, supporting English learners (ELs), students with disabilities, and all general education students in achieving their highest potential. This team meets consistently and shares information on successes, challenges, professional development needs, and other necessary support for teachers and students. This team must have a clear and shared understanding of what quality instruction looks like. The Principals will drive the instructional focus across the network, and the members of the team will work to train, coach, and support the implementation with fidelity across all classrooms. The ALT will work together to collect, analyze, and share with teachers data to inform instruction. The members of this team are as follows:
- Elementary Principal
 - Middle School Principal
 - Senior Manager of Curriculum and Instruction
 - Instructional Coaches

Student-Focus and Support

- Ensure that students receive timely and appropriate interventions based on their individual needs.
- Assume ultimate responsibility for all students.
- Create an environment to celebrate student successes

Family and Community Relationships

- Ensure that families are regularly informed about their student's academic progress and understand the implications, benefits, and ways to support their student.



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- Regularly communicate with families about their students' success and opportunities for growth.
- Ensure that the school is proactive in communicating student academic deficiencies with families.
- Build strong relationships with parents and families to ensure their involvement in their children's education.
- Assist families in building their capacity to support and advocate for their child's education.
- Communicate effectively with all stakeholders and school staff about the instructional program, student progress, and school improvement initiatives.
- Respond to family and community concerns promptly and effectively. Maintain accurate records of communication.
- Lead and foster communication with families, including hosting events, meetings, and maintaining open communication channels.

Knowledge and Experiences

Education and Experience

- Master's degree in Education required
- Five or more years of successful experience as a classroom teacher

Certificates, Licenses, Registrations or Other Requirements

- None

Other Knowledge, Skills or Abilities

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

Personal Attributes and Competencies



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- **Initiative:** Accepts new tasks enthusiastically; Assumes responsibility for tasks; Works independently; Actively seeks new assignments.
 - **Job Knowledge** Maintains technical proficiency; Serves as a job resource for others; Documents processes.
 - **Quality of Work :** Follows instructions and directives carefully; Work is thorough and accurate; Analyzes and develops effective solutions.
 - **Quantity of Work:** Works efficiently; Organizes and prioritizes work; Performs well under pressure.
 - **Safety:** Compliance with safety and cleanliness policies & procedures.
 - **Relations w/ Supervisor:** Communicates with supervisor; responds well to direction and constructive feedback.
 - **Relations w/ Coworkers** Creates constructive relationships with fellow team members; steps in to help when needed.
 - **Leadership Behaviors** Possess the following qualities: Planning, Implementing, Supporting, Advocating, Communicating & Monitoring.
 - **Learning & Growth:** Attends training and learning programs with enthusiasm and desire to grow professionally.
 - **Attitude:** Displays positive, passionate attitude.
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