

# **Bethlehem Elementary School**

## **Principal Job Posting**

### **School and Community Overview**

Located in scenic Bethlehem, New Hampshire, Bethlehem Elementary School (BES) provides for the educational needs of 140 students in grades preschool-6 for the town of Bethlehem. The area is renowned for its spectacular views, historic and cultural significance, and year-round recreational opportunities. As a leader in trauma informed practices BES consists of a dedicated and experienced staff who use a multi-tiered system of support for academic, social, and emotional learning. This fosters a school community of eager learners who are proud of their school. The result is a learning atmosphere that actively collaborates and shares leadership supporting the mission of BES. BES is ranked as one of the top elementary schools in New Hampshire based on 2023 New Hampshire state testing.

Students thrive in a robust instructional and co-curricular trauma sensitive environment that emphasizes enrichment for all students. Seasonal programs include maple sugaring, gardening with on-site greenhouse, robotics, hiking, working with Wilderness Youth Leadership, the Appalachian Mountain Club, and Trees for Troops program, and Rocks Estate. BES is proud of its robust music program that includes band, chorus, and general music studies. We also offer many after school mixed aged enrichment opportunities such as drama club, knitting, intramurals, and yoga to foster connections.

“We are a close knit community who has not only the best interest of the students in mind but of the staff in mind as well. There is a sense of trust amongst every single person in the building to promote a safe atmosphere for all BES community members. We work together to make sure every student feels that someone cares about them, is there to look out for them, and allow them to not only the best student they can be but the best human they can be.”

At BES, we offer a competitive salary, excellent benefits, and ready access to a wealth of outdoor activities.

## **Qualifications**

- Principal Certification
- Master's Degree from an accredited college or university
- Elementary classroom teaching experience
- Principal experience preferred
- Committed belief in our mission and values.

The ideal candidate will demonstrate exemplary instructional leadership skills, an appreciation for all that our area has to offer, and a commitment to being an integral member of our small rural community. The Principal will foster a positive school climate that welcomes collaboration and celebrates inclusivity. Vision, initiative, resourcefulness, wise leadership, as well as consideration and concern for staff members, students, parents, and caregivers are essential for the effective administration of our school.

## **Position Overview/Key Responsibilities**

The primary responsibility of the principal shall be to coordinate and supervise the creation and operation of an environment in which students learn and grow most effectively.

### **Administration**

- Establishes and maintains an effective learning climate and community in the school.
- Initiates, designs, and implements programs to meet specific needs of the school.
- Makes recommendations concerning the administration of the school to the Superintendent and School Board
- Supervises the preparation of reports, records, lists, and other paperwork associated with the administration of the school
- Coordinates and directs the transportation system for BES students
- Upholds SAU 35 and BES policies and administrative regulations.
- Supervises the maintenance of accurate records on the progress and attendance of students
- Serves as an ex officio member of all school and District committees
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal

- Serves as a member of such committees and attends such meetings as directed by the Superintendent

### **Communications**

- Initiates, encourages, and maintains active relationships with all stakeholders including students, parents and caregivers, SAU 35 staff, the Superintendent, and Bethlehem School Board.
- Keeps the Superintendent informed of current happenings and challenges.
- Arranges and holds meetings with parents, caregivers, teachers and/or students when necessary.
- Participates in and supervises all official school correspondence and news releases
- Prepares a written Principal's report for the School Board

### **Curriculum & Instruction**

- Ensures that the different needs and talents of students are fully considered when planning educational and social/emotional programs with the teaching teams.
- Stays current with research based best teaching practices.
- Understanding of trauma informed teaching practices and the special education process
- Collaborates and supports the staff in the development, determination of appropriateness, monitoring, evaluation, and revision of the instructional program grounded in best practices.
- Supervises and evaluates the classroom instruction
- Collaborates with the staff to create the master teaching schedule.
- Evaluates with staff all programs that are an extension of the school's curriculum and are part of the co-curricular program such as six-week winter program, year-round after-school activities, and field trips.
- Supervises state mandated and standardized assessment programs.

### **Facilities Management**

- Supervises the maintenance of all required building records and reports
- Assumes responsibility for the safety and administration of the school plant
- Supervises the daily use of the school facilities for both academic and nonacademic purposes

- Plans and supervises fire drills and an emergency preparedness program
- Provides for adequate inventories of school property and for the security of the property and buildings

### **Fiscal Management**

- Supervises the staff budget request process
- Prepares and submits a working budget to the Budget Committee
- Participates in the Budget Committee weekly meetings
- Works collaboratively with the SAU in developing the budget and managing grants.
- Monitors and authorizes the expenditures of funds
- Maintains and controls funds generated by student activities

### **Professional Growth and Development**

- Assumes responsibility for professional growth and development through membership and participation in professional organizations; through attendance at regional, and state meetings; through enrollment in advanced courses and conferences; and by reading professional literature.
- Will be evaluated annually by the Superintendent.

### **Staff**

- Creates an environment that prioritizes staff wellness.
- Organizes and help supervise the recruiting, screening, and hiring of new staff members.
- Orients new staff members and assists in their professional development.
- Recommends candidates for professional and paraprofessional positions to the Superintendent
- Supervises all professional and paraprofessional personnel.
- Assigns and evaluates professional and paraprofessional staff on an annual basis.
- Arranges for staff development opportunities necessary to the establishment and implementation of programs that better meet more student needs.
- Conducts staff meetings as necessary for the most effective functioning of the school

- Develops plans and strategies for individual staff member performance improvements, according to established guidelines.
- Recommends the removal of a staff member whose work is unsatisfactory, according to established procedures.

### **Students**

- Supervises all student services including special education, 504, Title I, English Language Learners, Multi-Tiered System of Support
- Supervises the delivery of health services in accordance with state law.
- Supervises the counseling program to enhance students' academic, social, and emotional growth and development
- Maintains high standards of student conduct
- Uses trauma informed approach to support or address student behaviors.
- Recognizes and celebrates student achievements and accomplishments.
- Attends school sponsored events