

**NORWELL PUBLIC SCHOOLS
NORWELL, MASSACHUSETTS**

December 10, 2007

ANNOUNCEMENT OF ADMINISTRATIVE OPPORTUNITY

POSITION: Norwell Middle School Principal

GENERAL DUTIES: Provide high quality administration and leadership; promote challenging and appropriate academic experiences; and foster Norwell Middle School's *Core Values* of *Knowledge of Self*, *Social Awareness*, and *Academic Growth* for its 510 students, 40 professional and 20 support staff.

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. Hold or be eligible for Massachusetts Department of Education licensure as middle school principal;
2. A Master's Degree or higher in educational administration or related field;
3. At least five years of successful teaching and/or administrative experience, preferably in the middle grades; and
4. Demonstrated ability to perform the responsibilities below as evidenced by course work, educational experience, school-level involvement and/or systemwide professional activities, and the interview process.

RESPONSIBILITIES:

1. Establish and maintain an effective learning climate within a safe and secure environment;
2. Initiate, design, schedule, implement, monitor, and evaluate programs to meet specific school, student, and staff needs;
3. Establish, maintain, and promote positive relationships with colleagues, students, parents, and the community;
4. Supervise and evaluate all assigned professional and support staff;
5. Assist in recruiting, screening, hiring, training, mentoring, and assigning school staff;
6. Initiate programs that meet the professional development needs of all staff members and conduct meetings as needed or required;
7. Maintain high standards of student behavior and discipline in accordance with School Committee policies and established procedures;
8. Coordinate, attend, and supervise all school-sponsored activities, functions, and events;
9. Facilitate articulation, coordination, communication, and transitions with the elementary schools and the high school;

(Over, please)

10. Be familiar and remain current with changes and developments in education including, but not limited to, teaching-learning styles, inclusion, differentiated instruction, emerging technologies, school-based improvement, and standards-based instruction and assessment;
11. Prepare budget requests and initiate and monitor expenditures in accordance with established policies and procedures;
12. Ensure compliance with and adherence to all federal and state laws, School Committee policies, and administrative regulations;
13. Prepare or supervise the preparation of all reports, records, lists, and other required documentation;
14. Serve on committees and attend meetings as directed by the Superintendent;
15. Perform all other duties as assigned by the Superintendent of Schools or designee.

TERMS OF EMPLOYMENT: Twelve month work year. Starting salary range: \$85,000-\$115,000, depending on qualifications and experience; benefits as established for all administrative positions.

EVALUATION: Performance-based evaluation and compensation in accordance with School Committee policy.

APPLICATION PROCESS: To be considered for this key leadership position, all applicants must provide an informative letter of interest, resume, completed application form, writing sample of the applicant's choice, proof of licensure or eligibility therefor, undergraduate and graduate transcripts, and at least three (3) current letters of reference. It is strongly recommended that all application materials be submitted no later than noon, **Monday, January 14, 2008**. The application process, however, will remain open until the position is filled. Please address all inquiries and application materials to:

Middle School Principalship Search
 c/o Dr. Donald J. Beaudette, Superintendent of Schools
 Norwell Public Schools
 322 Main Street
 Norwell, Massachusetts 02061

791-659-8800
 781-659-8805 (Fax)
supt-office@norwellschools.org

Approved by: _____
 Donald J. Beaudette, Ed.D.
 Superintendent of Schools

Date: December 10, 2007

EQUAL OPPORTUNITY EMPLOYER

Norwell Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, or disability in its admission or access to, or treatment or employment in its programs and activities.