

VACANCY
Principal
Russell Street Elementary School
(Start date July 1, 2024)

Littleton's Russell Street School Elementary Principal

The Littleton Public Schools is seeking an enthusiastic and energetic educational leader for our Russell Street Elementary School that serves students in grades 3 through 5. The successful principal candidate will possess strong interpersonal and instructional skills necessary to promote a growth-oriented culture that strives for continual improvement. The candidate should possess a strong skill set and growth mindset to progress forward educational innovation, diverse and inclusive learning environments that promote a sense of belonging, and a student-centered approach to teaching and learning. Candidates must have the ability to plan and manage daily school operations, provide instructional leadership, foster team collaboration, and be familiar with best practices that promote optimal learning environments for all students. The ability to cultivate positive community-school relationships and effectively inspire, supervise and evaluate staff are key qualities for the future leader of our Grades 3-5 Russell Street Elementary School.

The Russell Street community is made up of approximately 360 students in grades three through five, 34 professional staff and 13 paraprofessionals.

Job Description:

- Cooperation and collaboration with other administrators in coordinating academic standards, instructional programs, curriculum and other system wide responses
- Creation of a diverse, equitable, and inclusive environment that fosters a sense of belonging
- Provision of a safe environment including scheduling and supervision of safety drills
- Supervision of Assistant Principal
- Oversees the recruiting, screening, and hiring the school's professional and support staff
- Supervision, evaluation and scheduling of all certified and non-certified professional staff
- Collaborates with the school and district leadership team to develop relevant and meaningful professional development opportunities for staff
- Work collaboratively with the Director of Student Services and Special Education Department on the successful implementation and maintenance of special education programs and services
- Supervision of the educational plans and needs of all of students
- Maintenance of criteria for classification, promotion or retention of students within building and monitoring of student progress
- Support the transition of learners between early elementary school and middle school
- Supervision of student attendance, conduct and health records
- Development, implementation and assessment of curriculum in collaboration with the Director of Teaching and Learning
- Development, assessment and maintenance of proposed and existing school procedures and regulations
- Coordination of the yearly state mandated testing programs for the school
- Be knowledgeable in the application of technology to the learning environment as well as administrative competency with the use of technology
- Active involvement in District and School Based Committees
- Engagement of the community with effective communication of the school and district's core values
- Monitoring all student support meetings, school exhibits and extra-curricular activities
- Effective communication with the central office staff
- Serve as a member of the Administrative Council
- Development and implementation of the school budget in collaboration with the Business Manager and Finance Department
- Interfacing with the Director of Food Services with regard to the cafeteria program

- Effective communication with the custodial staff regarding daily problems, as well as safety issues and aesthetic conditions
- Attendance at School Committee meetings when needed
- Performs other related tasks which may be assigned by the Superintendent of Schools

Additional Requirements:

- At least five years of successful teaching experience
- Previous school or district-based experience as an administrator
- Current and valid DESE license in Principal/Assistant Principal PreK-8

Competitive salary and benefits package, with a three-year contract.

Please apply on schoolspring.com Job#4565294