

## **PRINCIPAL – CENTER FOR TECHNICAL EDUCATION INNOVATION**

### **POSITION DESCRIPTION:**

The Principal provides leadership to the school community and to the Leominster School District. As the school site leader, the principal serves as a teacher of teachers, focusing curriculum and instruction on increasing student learning, the principal both oversees the daily operations of the school and provides long-term visioning to ensure student-centered, effective, and efficient practices. In addition, the principal implements policies and directives as assigned by the Leominster School District, the Massachusetts Department of Elementary and Secondary Education, and the federal government. Working closely with the Superintendent of Schools and the Cabinet, the Principal implements policies and directives promoting the success of all students, accountability in all practices, and fiscal responsibility at the site and district levels. The Principal serves as a member of the Leadership Team and provides leadership in directing initiatives of the district.

### **KEY RESPONSIBILITIES:**

#### **Academic Leadership:**

- Oversee the development and implementation of rigorous academic and technical curricula
- Ensure alignment with state standards and relevant industry requirements
- Promote innovative teaching and learning strategies, including the use of technology
- Promote and advocate for all eligible students to be placed on co-op
- Monitor student progress and implement interventions to support academic success

#### **Vocational Working Knowledge of:**

- Chapter 74 regulations, DESE guidelines and relevant state and federal laws (OSHA and EPA)
- DESE Vocational licensure regulations
- Cooperative Education programming, regulations and reporting
- Massachusetts Career Technical Education Frameworks and Massachusetts Curriculum Frameworks, including the integration of academic and technical instruction
- Industry-recognized credentials and certifications
- Comprehensive safety and health plan for all facilities, shops, and labs, including regular safety inspections and training for students and staff
- Articulation agreements with higher education and technical certification programs

#### **Staff Management:**

- Supervise, evaluate, and support all school personnel
- Foster a positive and collaborative work environment
- Provide professional development opportunities for staff

#### **Student Support:**

- Create a safe, inclusive, and supportive learning environment
- Address student needs and concerns, including social-emotional well-being
- Ensure students have access to resources and support services
- Oversee substantially separate pre-vocational programming

#### **Community Engagement:**

- Build strong relationships with parents, families, and the wider community
- Communicate effectively about school programs, progress, and goals
- Collaborate with industry partners and stakeholders to support student career pathways

**Operational Management:**

- Oversee the school's budget and resources
- Ensure compliance with all relevant policies, procedures, and regulations
- Manage school facilities and resources effectively

**QUALIFICATIONS:**

**Education:** Master's Degree in Education or related field.

**Experience:** At least three years of experience in educational leadership and supervision

**Certification:** Vocational Technical Administrator

**Preferred Qualifications:**

Experience in a technical or vocational high school setting.

Strong background in curriculum development and instructional leadership.

Experience with data-driven decision making and performance management.

Excellent communication, interpersonal, and leadership skills.

**Special Requirements:**

Ability to work effectively with a diverse student population.

Commitment to fostering a positive and inclusive school culture.

Ability to work collaboratively with all stakeholders.

**EVALUATION OF PERFORMANCE, TERMS OF EMPLOYMENT AND SALARY:**

Evaluation of performance will be performed at least annually by the Superintendent of Schools or his or her designee. Terms of employment and salary are negotiated individually with the Superintendent of Schools.