

JOB OPENING

PRINCIPAL, Milford High School, 1.0FTE

Job Specific Information: Interested applicants must include evidence of all requirements noted in the job posting as well as on the Milford School District Careers website.

To be considered for this position, you must submit the following materials:

- Milford School District Position Application - Which can be located at the following link: <http://milfordk12.org/human-resources/employment/> (If using a Chromebook, make sure to clear your browsing history before accessing the form.)
- Letter of interest, addressed to the Superintendent, Office of Human Resources
- Resume, clearly demonstrating education; training. Please include dates.
- Three professional references

SAU40 Official Job Description

SUMMARY DESCRIPTION:

Under the direction of the Superintendent of Schools, the Principal serves as lead administrator for the school, and is responsible for implementing and managing the policies, standards, requirements and procedures of the District, and the State of New Hampshire. This position works collaboratively with all members of the school staff and SAU to establish a safe and positive environment conducive to learning. He/She communicates effectively with parents and members of the community. The principal also serves as the educational leader for the school, implementing an educational vision which supports continuous improvement in teaching and educational outcomes for students.

CERTIFICATE LICENSE:

Certified by the NH State Department of Education as a Principal (0003)

KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of elementary or secondary curriculum.
- Maintains a current knowledge base of: management and supervision; current educational best-practices; special education law and practices; facilities management; curriculum and assessment; technology; and data driven decision making, parent/community relations.
- Effectively communicates with diverse groups.
- Maintains confidentiality.
- Sets priorities; works collaboratively as part of a team; works with frequent interruptions; creates and maintains a positive school climate for students, staff and community; motivates staff; and adapts to changing work priorities.
- Routinely gathers, collates, and/or classifies data as a problem solving tool which requires analysis based on organizational objectives.

EDUCATION, TRAINING, and EXPERIENCE:

- Master's Degree with a major in Educational Administration.
- Minimum of five (5) years of teaching experience and three (3) years' school administrative experience in a leadership role.
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

PRIMARY LOCATION: Milford High School	CATEGORY: Administration	
CLASSIFICATION: Exempt	SCHEDULE: FTE 1	WORK MONTHS: Year Round

For information about the application process, please call the SAU 603-673-2202 or email Human Resources, Laura Sebert, laura.sebert@milford.k12.org