

Lempster School Principal Search

The Lempster Community School is seeking dynamic leader of a small, 120-student, rural PK-8 public school, to begin the 2025-2026 school year.

Principal Job Summary:

The Elementary School Principal will coordinate administrative oversight and plan all phases of instructional leadership for the school including educational programming, administration, budgetary planning, discipline, and counseling services.

Supervisory Responsibilities:

- Oversees the daily management of the school and office.
- Oversees educators in the school, providing periodic observations and evaluations that are timely and constructive, and completed based on the timetables set by the school district.
- Offers additional training and guidance as necessary based on evaluations of professional staff.
- Involved with the hiring of all staff for the school and presides over hearings that may be necessary to dismiss a staff member.
- Oversees, hires, and evaluates the performance of clerical, custodial, and cafeteria staff.

Administrative Duties:

- Presides over staff meetings
- Ensures a productive learning environment through continual collaboration with teachers, students, and parents.
- Facilitates opportunities to connect with students. Is present and available during arrival and dismissal, appears at school functions, and prioritizes meeting with students, when requested.
- Enforces disciplinary policies and procedures with students.
- Participates in parent meetings and conferences and acts as intermediary between parents, teachers, and students to deal with a variety of needs or issues.
- Maintains competency and student academic achievement as prescribed by the school board.

- Ensures completion of routine and required paperwork including attendance reports, test results, and licensing information for students, educators, staff, and school management.
- Ensures that necessary maintenance and repairs to the school property are performed.
- Coordinates staff development for faculty and staff; provides instruction if needed.
- Oversees and implements the school budget, approving new programs and expenditures as appropriate, including the allocation of supplies and equipment.
- Interacts with various stakeholders to foster a positive relationship between the school and community including the PTO, community organizations, and leaders.
- Acts as liaison between the district and the school; communicates needs and information to both sides.
- Collaborates with staff to choose and develop curricula that align with local, state, and national standards.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent written and verbal communication skills.
- Excellent supervisory and leadership skills.
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate, both written and verbally, with educators, parents, and community leaders.
- Excellent organizational skills and attention to detail.
- Thorough understanding of applicable local, state, and federal educational laws, regulations, policies, and budget requirements.
- Thorough understanding of instructional methodology.
- Knowledge of best practices in education and educational administration.
- Ability to identify and solve problems.
- Creative thinking skills.
- Ability to create, understand, and implement budgets and budgeting practices with applicable deadlines.
- Proficient with Microsoft Office or related software.

Education and Experience:

- Masters in Education
- New Hampshire School Administrator Certification required.

- At least five years of teaching experience required.

Physical Requirements:

- Possible prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.

The community profile for Lempster can be found at:

<https://www.nhes.nh.gov/elmi/products/cp/profiles-htm/lempster.htm>

Interested candidates should email a letter of Intent, a current resume, and three letters of recommendation to:

Principal Search Committee

JLewis@SAU71.org

Or physical documents can be sent to:

c/o Jim Lewis, Superintendent

29 School Road

Lempster, NH 03605

Questions, please feel free to text 603.504.9017