

FAIRFIELD PUBLIC SCHOOLS  
Fairfield, Connecticut

- I. JOB TITLE: Headmaster
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator; Experience in secondary administration and a minimum of five years in secondary education.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Deputy Superintendent
- V. JOB GOALS:
  - A. Provides a comprehensive and high quality educational program for grades 9 - 12.
  - B. Adapts the school's programs, services and procedures to the varied needs and interests of a heterogeneous group of students.
  - C. Helps to establish and clarify both short-term and long-range goals for the school and insures that they are educationally sound and administratively feasible; sets priorities for the school.
  - D. Creates a climate where faculty members work together and with students cooperatively to achieve instructional goals.
  - E. Provides for the cooperative development, implementation and evaluation of policies and procedures to facilitate effective organization and administration.
- VI. MAJOR RESPONSIBILITIES:
  - A. Administration
    - 1. Prepares budget requests after consultation with the school community.
    - 2. Provides direction for requisitioning supplies and equipment and controls the expenditure of funds for those accounts, specifically allocated on a building level.
    - 3. Assumes overall responsibility for the building and grounds; works closely with head custodian to insure that facilities are maintained in a clean and safe manner; insures that requests for maintenance and special services are promptly initiated and follows up if not completed within a reasonable period of time.
    - 4. Develops, in cooperation with other administrators and the staff, policies and procedures, which facilitate effective administration consistent with educational goals and objectives.

5. Develops procedures to cope with emergency and non-routine occurrences.

## B. Curriculum

1. Promotes a climate where faculty is encouraged to assess ongoing programs and to develop new ideas and programs.
2. Establishes procedures to review proposed curricular changes and to submit recommendations of promising changes to the system-wide curriculum committee.
3. Facilitates implementation of the instructional program through careful scheduling and utilization of personnel and the allocation of material resources.
4. Provides support for instructional services such as library-media, technology and insures that they complement the instructional subject fields.
5. Evaluates ongoing procedures such as ability grouping, independent study and study halls to determine their efficiency and, after appropriate review, institutes changes where desirable.
6. Plans for a periodic assessment with the guidance and administrative staff of graduation requirements, course requirements and other requirements related to the instructional program, and recommends changes where necessary.
7. Promotes instructional evaluation efforts of the guidance, administrative and teaching staff.
8. Meets periodically with instructional leaders to review and evaluate existing programs and to participate in planning possible program changes.
9. Interprets the school's education programs and policies to parents and to the community.
10. Participates as a member of, or advisor to, various parent groups and organizations assigned to promote the school or school activities.
11. Responds to inquiries from parents and others about concerns and programs.
12. Represents the school before various community groups and organizations.

## C. Pupil Guidance, Development and Services

1. Promotes a comprehensive and effective guidance program.
2. Acts as an advisor to administrators directly responsible for student control and works with students referred by these administrators.

3. Makes himself/herself available to students who wish to appeal decisions of subordinate administrators.
4. Works cooperatively with faculty and students through advisory council, student council and other committees dealing with student rights and responsibilities.
5. Makes himself/herself accessible to students both during the school day and through attendance at a wide variety of extra class activities.
6. Explores, studies and evaluates programs such as released time and optional study halls designed to provide students with greater responsibility for their behavior and learning.
7. Assumes overall responsibility for the student activities program and regularly supervises the work of faculty members assigned to specific duties.
8. Assumes overall responsibility for the receipt and expenditure of student activity fees.
9. Implements policies and deploy personnel to provide adequate supervision of school activities.

D. Personnel

1. Participates in the selection of certified and classified personnel assigned to the building.
2. Supervision and Evaluation
  - a. Assumes overall supervisory responsibility for personnel assigned to the building; works closely with immediate supervisors to insure an effective and on-going supervisory program.
  - b. Visits classrooms either upon the request of other administrators or teachers, or at his/her own initiative.
  - c. Reviews all evaluations of staff members and other evaluative reports originating from his/her assistant principal; serves as a resource person to the assistant principal, when necessary or requested.
  - d. Assumes direct responsibility for evaluating the performance of the housemasters, High School Administrator for Pupil & Guidance, head custodian, secretarial personnel and other personnel where circumstances may demand.
3. Organizes general faculty meetings and administrative staff meetings on a regular basis; appoints committees as needed.

4. Promotes professional development activity for the staff and organize staff efforts to study specific issues and problems.
5. Helps to interpret school policy and procedures for the staff.

E. Miscellaneous

1. Attends Board of Education meetings and work sessions as required.
2. Actively participates in state and local associations of secondary school principals and with groups coordinating interscholastic activities.

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4/78  
Revised 3/95  
Revised 4/02  
Revised 5/05  
Revised 3/09