

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Middle School Principal</b>
<b>Department:</b>	<b>Building</b>
<b>Reports to:</b>	<b>Superintendent of Schools</b>
<b>Supervises:</b>	<b>Instructional, paraprofessional and support staff</b>

### Description of job:

**Position Summary: Instructional leader responsible for the administration and supervision of an elementary school staff and programming.**

### Essential Functions:

- Establishes and maintains a school mission, vision, and goals that set clear and measurable high expectations for all students, educators, and stakeholders.
- Ensures the development of a comprehensive School Improvement Plan with annual student achievement targets, supported by parents, staff, and community members and aligned to the district goals.
- Continuously improves the school through effective planning and prioritizing, managing change, using research and best practices, monitoring progress, and allocating resources.
- Develops a strong collaborative culture focused on student learning and the development of professional competencies, which leads to quality instruction.
- Ensures implementation of effective, research-based instructional practices.
- Collects and analyzes data regarding the needs and achievement of students.
- Uses data to monitor the implementation of services and programs.
- Develops a school schedule that maximizes resources to support all students.
- Solicits and maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress.
- Ensures the success of each student by collaborating with families and community members.
- Ensures a productive learning environment that inspires and challenges students and staff.
- Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members in all actions and interactions.
- Develops and supervises appropriate procedures for the discipline, attendance, health, and safety of students.
- Supervises all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Oversees the selection of personnel and recommends appointments to the Superintendent.
- Promotes and supports teacher leaders.
- Strategically allocates fiscal resources to meet school-wide goals and to ensure student needs are met.
- Models strong leadership qualities and understands and participates in school, district, and state initiatives.
- Complies with the policies established by the School Committee and acts as an agent for all building-level issues.
- Works cooperatively with district administrators, informing them of practices and innovations at the school.
- Engages meaningfully in professional development activities and remains current regarding the profession, such as trends, developments, and research as they relate to education and school operation.
- Acts ethically and with integrity.
- Performs all related duties as determined by the Superintendent.

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<b>Protective Personal Equipment:</b> n/a					
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i> <b>Sedentary</b> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; <b>Light</b> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; <b>Medium</b> – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; <b>Heavy</b> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; <b>Very Heavy</b> – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
<b>Driving Requirements:</b> None:		Manual:		Automatic:	

Work Environment			
<b>Floor Surface:</b>	Tile and or carpet		
<b>Inside:</b>	Up to 100%		Up to 5%
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing				X	
Walking				X	
Bending		X			
Twisting		X			
Crawling	X				

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Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity			X		
Fine Dexterity			X		

**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Master’s Degree; Doctorate preferred but not required  
 At least five years teaching experience  
 Middle administration experience preferred

### License/Certificate/Certification:

Rhode Island certification for Middle School Principal required.

### Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel, AESOP and ASPEN. Proficient in Google Platform and Google Classroom.

### Communication Skills:

Excellent verbal and written communication skills and the ability to solve effectively numerous complex issues. Must also respond appropriately to and solve a variety of problems involving students, parents, staff members and the community.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

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### Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from administrators, staff, public, parents and the community (multi-tasking).

Capable of working collegially with all levels of administration and staff.

### Terms of Employment:

Per contract

### Evaluation:

Per GCB

**Date: 3/2017**