

Job Title: Middle School Principal
Reports to: Executive Director of Learning & Teaching
Work Schedule: 8.0 hours per day - 255 days per year (includes 28 vacation days and 12 holidays)
Salary: Marysville School Administrator Salary Schedule – Administrator 5

Position Goal:

The primary responsibility of the principal is the daily improvement of classroom instruction that results in high levels of student academic performance. The principal is responsible for all aspects of the building instructional program (curriculum materials, instructional capacity, use of assessment) to achieve high standards for student academic performance and to do so with a high level of integrity.

Minimum Qualifications:

- Valid Washington State Administrator credential with Principal endorsement
- Valid Washington State Teaching certificate
- Masters' degree in educational administration
- Bilingual preferred
- Demonstrated experience (in a previous administrative assignment) developing a strong culture of improved achievement
- Experience in implementing curriculum, assessment, instruction that improve learning performance
- Prior experience in designing and implementing a secondary school master schedule that supports cross content grade level teaming
- Demonstrated experience in implementing research-based, best practices that have increased student achievement and for preparing students for college and/or career readiness
- Successful teaching and instructional leadership experience
- Experience at the middle school level preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Desired Skills:

- Ability to assign classrooms and schedule common planning periods to support collaboration and integration of curricular areas
- Uses data to know learners, monitor and measure progress, establish targets and determine next steps to improve instructional practice and student learning
- Experience in using data to:
 - Assign teaching staff based on student need and teacher expertise
 - Identify, monitor, and intervene with students most at risk of failure
 - Identify groups of students that are underperforming and to establish specific achievement goal increases for each group
- Evidence of the ability to provide constructive and/or directive feedback to classroom teachers and the subsequent monitoring of progress toward the suggested/directed goal that resulted in a change of behavior or practice
- Ensure that every student meets or exceeds standards by: creating understanding and a sense of urgency among teachers, students and the community and to do what it takes to guarantee success for every student
- Demonstrated ability to bring people and resources together around best practices that improve instruction
- Demonstrated experience in resolving and/or managing conflict
- Demonstrated ability to work well with people, maintain positive working relationships, and solve problems
- Model listening to and partnering with students, staff, and adults from diverse ethnic and cultural backgrounds
- Strong supporter of teacher leadership and collaborative processes
- Demonstrated ability to create a professional learning community focused on quality instruction and learning

- Demonstrated experience of the ability to set, model, monitor, and enforce the adherence to clear expectations/standards for behavior for both staff and students
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- Demonstrated experience in resolving and/or managing conflict
- Evidence of the ability to provide constructive and/or directive feedback to classroom teachers and the subsequent monitoring of progress toward the suggested / directed goal that resulted in a change of behavior or practice
- Ability to assign classrooms and schedule common planning periods to support collaboration and integration of curricular areas
- Experience in implementing curriculum, assessment, instruction that improve learning performance
- Effective oral and written communications
- Model listening to and partnering with students, staff, and adults from diverse ethnic and cultural backgrounds
- Value staff, student, parent and community input in creating a positive, respectful and welcoming environment
- Strong supporter of teacher leadership and collaborative processes

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise and evaluate instructional and operational staff at the building level
- Monitor student activities for the purpose of providing a safe and optimal learning environment
- Value staff, student, parent, and community input in creating a positive, respectful and welcoming Small Learning Community
- Communicate effectively both orally and in writing
- Manage resources to meet legal requirements, achieve building purposes for improved instruction
- Professionally interact with students, staff, and public
- Establish and maintain professional contacts with students
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Perform related duties as assigned

Evaluation:

This position shall be supervised periodically by the Executive Director of Learning & Teaching pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed July 2014.

Job description revised August 2019.