

Middle School Principal

Purpose Statement

The job of Middle School Principal is done for the purpose/s of providing instructional and motivational leadership with specific responsibility for directing overall site operations, services, and staff at a middle school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Superintendent

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collaborates with district administration (e.g. curriculum development, instruction, safety, etc.) for the purpose of ensuring consistent and efficient practices pertaining to behavior, discipline, communication, professional growth, instruction, curriculum development, physical plant, budget and safety.
- Delegates responsibility for a variety of administrative functions to Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts and building improvement plans for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Governing Board for optimal building functioning within district guidelines.
- Evaluates assigned personnel (e.g. implementation of district designated evaluation system; sharing of perceptions and insights during frequent classroom observations; summative evaluations that are discussed with teachers in a confidential setting; consistent, candid evaluation to ensure individual development, and school program improvement on a continual basis, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents (e.g. communication of clear, concise summary of school expectations and rules to staff, students and community; communication of standards of expected performance, academic and extra-curricular, to staff, students, parents, and community, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. school mission; annual goals; expected learning standards communicated to students, parents, teachers and administrators; frequent discussion with faculty focusing on instructional issues; development and evaluation of curriculum content, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions, especially budgets and financial forecasts (e.g. facility maintenance; budget monitoring; all facility staffing, etc.) for the purpose of maintaining safe, professional and efficient school operations within district guidelines.
- Performs other related duties as needed and assigned (e.g. frequent and formal classroom observation, supervisory meetings with all building staff, accessibility to discuss matters dealing with instruction, recommendations for retention and release of teachers, periodic review of lesson plans, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises instructional and support personnel and school activities (e.g. timely, constructive feedback regarding performance; teacher assistance in the classroom, when needed; assistance in the selection, induction, assignment, development of all personnel for whom there is supervisory responsibility; assemblies, club meetings, special events, etc.) for the purpose of monitoring performance, providing for professional growth, achieving overall objectives of school's curriculum, ensuring school safety and operational effectiveness.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; administering personnel policies; adhering to safety practices; analyzing budgets; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; interviewing techniques and practices; and investigating problems.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; concepts of management and supervision; accounting/bookkeeping principles; business telephone etiquette; grammar, spelling and punctuation; health standards and hazards; keyboarding; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; and school safety and security practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities; meeting deadlines and schedules; working extended hours; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Administrators Credential State Boards

Continuing Educ. / Training

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade