

Principal, Assistant – Middle School
Marshall Public School District Job Description

Position Title: Principal, Assistant - Middle School

Department: Building

Reports To: Principal, Middle School

SUMMARY: Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts th students to encourage positive performance.
- Assists with staff evaluation.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students. Supervises extra curricular activities.
- Maintains relationship with parents and community.
- *(More detailed list in Middle School staff handbook)*

SUPERVISORY RESPONSIBILITIES: Supervises over 40 employees in the Middle School when the Principal is absent from the building; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: Computer skills desirable with acquaintance with Word Processing, Spreadsheets, PowerPoint, Email, Publishing, SIS reports, SIS Parent Contact Log.

EDUCATION AND EXPERIENCE: Masters Degree in Education, minimum five years teaching and/or administrative experience

CERTIFICATS, LICENSES, REGISTRATIONS: Valid Teaching Certificate, MS. Endorsement or Specific Course work related to Middle School or valid administrative certificate.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Ten-month employee. Salary to be established by the Board of Education.