

Position Title: Principal – Middle School

Department: Administration

Reports To: Superintendent

SUMMARY: Responsible for the overall direction, coordination, and evaluation of Bueker Middle School.

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

- Challenges and encourages students to perform at their highest level.
- Leads a School Improvement Team to continually monitor all phases of school operation.
- Manages all building staff personnel, including extra-curricular coaches and sponsors.
- Assigns teachers to classrooms and completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Evaluates performance of teachers, programs and staff. Provides in-service training to teachers as needed.
- Prepares and manages the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community.
- Supervises staff attendance and assignment of substitute teachers.
- Works as a team with administration from central office and other divisions.

SUPERVISORY RESPONSIBILITIES: Manages one assistant principal and supervises a total of over 75 employees in the Middle School. Also assists in the supervision of non supervisory employees. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Master's Degree and five years experience in teaching and administration. Specialist Degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with Master's Degree or higher in Educational Administration, with appropriate grade level course work completed. Specialist Degree preferred.

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.

