



Position Title: **Middle School Principal**

Department: Administration

Reports To: Superintendent

SUMMARY: Responsible for implementation of board policies, goals, and district mission at the site level. Provides instructional leadership to staff by monitoring and supporting curriculum, instruction, and assessment activities reflecting the middle school philosophy at the site. Works with district and building level committees, as well as individual staff to develop and oversee professional development plans that address district and site needs in meeting district, state and federal standards for student achievement. Responsible for day-to-day building management and administration of all students, staff, programs and budgets at the site level. Assures a safe and positive learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Provides instructional leadership to all staff in the development, implementation and assessment of the School Improvement Plan and related action plans
2. Evaluates the effectiveness of staff curriculum implementation, instructional strategies, and interpretation and application of assessment data to promote student achievement for middle level learners at the classroom and school level, and makes recommendations for improvement
3. Provides training and staff development reflecting the middle school philosophy at the site level appropriate to meeting student achievement and building goals
4. Makes personnel recommendation regarding the employment and continued employment of all certified and classified staff within the building in accordance with board policy, and state and federal regulations
5. Evaluates performance and effectiveness of classified staff in accordance with board policy, and state and federal regulations
6. Ensures clear and measurable goals are established and focused on critical needs regarding improving overall and individual student achievement at the school level
7. Provides a clear vision as to how instruction should be addressed in the school
8. Aware of predominate instructional practices throughout the school
9. Ensures that licensed staff are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data
10. Recognized as a leader in the school who continually improves his or her professional practice
11. Acknowledges the success of the whole school, as well as individuals within the school

12. Oversees the development of master schedule to assure curriculum and instruction are appropriate to middle level learners
13. Responsible for overall implementation and support of school safety plan and student discipline in accordance with school plans, board policy, and state and federal regulations, including responsibility for suspensions and recommendations for expulsion of refractory students
14. Participates in all Individual Education Plan meetings or other meetings involving assignment of resources related to accommodations for students with disabilities
15. Works with Director of Operations to assure the site's physical plant provides a safe and efficient learning environment for students and staff
16. Develops and administers the school budget, and assists with building level development and implementation of state and federal grant budgets
17. Promotes community relations with all of the site's stakeholders, including parents, parent groups, school volunteers, outside agencies, business community and the community as a whole
18. Implements board policy, state and federal regulations and administers collective bargaining agreements at the site level
19. Serves on committees and fulfills administrative assignments delegated by the superintendent
20. Attends monthly board meetings
21. Corresponds with district staff and stakeholders via email
22. May be asked to translate, if applicable
23. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Evaluates all staff and makes recommendations for initial hire and continued employment, promotion or dismissal of all certified and classified staff at the site. Site staff includes teachers, counselors, instructional specialists, secretaries, instructional assistants, custodians. Acts as the site manager for itinerant. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty 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 in Education. Administration, Special Education or Counseling experience recommended. Five years of successful classroom and leadership experience. Previous administrative experience preferred. Valid Oregon Administrative Certificate.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

WRITING SKILLS: Ability to write reports and correspondence. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to respond to common inquiries, or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, top management, public groups/community, and Board of Directors.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit; frequently walk and stand and repeated finger motion i.e. keyboarding and reach with arms and hands. Specific vision abilities required by this job include close vision; color vision; and the ability to communicate through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date