

## **Middle School Principal**

### **Qualifications:**

#### **Required:**

- \*Certification in Educational Leadership at the Master's level (L-5)
- \*Three or more years of successful teaching experience
- \*Three or more years of successful experience as an assistant principal or principal
- \*Demonstrates school leadership in areas of instruction, assessment, curriculum development, discipline, and school organization
- \*Exemplary oral, written, and interpersonal communication skills.
- \*Thorough understanding of current accountability measures (CCRPI, Student & Teacher Growth Models, TKES, and LKES)

#### **Preferred:**

- \*L-6 or L-7 certification in leadership

### **Duties and Responsibilities**

Under the supervision of the Superintendent, the Middle School Principal will carry out the following duties:

1. Provide educational leadership for the middle school staff and the surrounding community, through the direction of staff that motivates students to yield high levels of achievement
2. Supervises staff and instructional programs; coordinates community efforts; interprets and communicates school programs and policies to the community.
3. Utilizes the resources of the central staff, community and local staff to provide the best instructional program possible in the local school.
4. Organizes effectively the school curriculum and facilitates appropriate staff and student assignments for maximum growth and efficiency.
5. Executes effectively the management and leadership responsibilities associated with the total school program.
6. Utilizes sound management principles in the expenditure of school funds and in preparing for other budgetary needs.
7. Relates duties as implemented by the district staff appraisal process so as to reinforce strengths provide remediation of weaknesses and/or remove ineffective staff.
8. Establishes and solicits support from local community groups, businesses and others to aid in overall achievement of school objectives and programs.
9. Interprets Board policies and administrative directives; discusses and resolves individual student problems and addresses parental concerns.
10. Provides orientation for newly assigned staff and assists with the identification of appropriate professional development.
11. Coordinates and/or supervises support services (maintenance, security, food service, recreation, financial and accounting services, media services, etc.).

12. Prepares and/or supervises the preparation of reports, records and all required paperwork appropriate to the school's operations.
13. Develop, articulate, and monitor a clear vision for learning for all students and implement a strategic plan to accomplish that vision.
14. Collect, analyze, and use multiple sources of data to guide school improvement processes.
15. Manages conflict constructively at all levels.
16. Performs other duties as assigned by the superintendent.