



**Position Title: Principal, Middle School**

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**JOB DESCRIPTION**

Department: Administrative

Reports To: Director of Secondary Schools

Supervises: Assistant Principal, Licensed and Classified Staff

SUMMARY: Directs and administers all school operations and activities of a middle school including instructional programs, support services, facility and ground operations, custodial/maintenance, student activities and athletics, and community relations activities. Main function is to serve as the building Educational Leader guiding all licensed staff to improve teaching and learning utilizing improvement science methodologies.

**1. Responsibilities:**

- 1.01 Plans, develops, and supervises the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendents, State Board of Education, and state and federal regulations, including curriculum and teaching materials and methods.
- 1.02 Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Maintains effective student discipline. Provides plans for emergency situations.
- 1.03 Makes staff assignments; selects, recommends hiring and termination, renewal or nonrenewal of contracts for licensed staff, and recommends salary and employment status for classified staff.
- 1.04 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school programs, activities, goals, objectives, and school and community needs and desires. Represents the school at a variety of community functions.
- 1.05 Directs and supervises in conjunction with the Maintenance Manager all school support services such as custodial services and physical plant operations; and facility and ground repair, maintenance, and alterations.
- 1.06 Administers and provides supervision for all student activities, including extracurricular activities such as student government, evening drama and music group performances, athletic events, etc.
- 1.07 Prepares and recommends capital and operating budgets for the school, establishes and maintains fiscal records, and controls expenditures within approved budgets.
- 1.08 Establishes and maintains student personnel and staff evaluation records, and counsels and advises students, staff, and parents on personnel related matters as appropriate.
- 1.09 Coordinates evaluation of all building staff and of building staff development activities. Assures professional development of staff.

- 1.10 Maintains effective communication with the District through planning and informational meetings.
- 1.11 Performs other related duties as assigned.
- 1.12 Supports inclusion - to the least restrictive environment possible - of students with disabilities in the traditional classroom setting. Facilitates systems to coordinate faithful implementation of student accommodations between the classroom teachers, learning specialists, and paraeducators.
- 1.13 Leads Professional Learning Communities. Provides evidence-based feedback during PLC meetings, on PLC agendas, and during PLC rounding about the team's practice of the PLC. Fosters the environment for collective-efficacy to grow in capacity.

## 2. Major Planning Requirements:

- 2.01 Develops plans to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives. Designs a master schedule that a) promotes Response to Intervention systems, b) ensures all students have access to core and elective sections, and c) expects - and protects - time for staff to collaborate about student learning.
- 2.02 Develops plans to meet special needs of students and the community, and to utilize special resources available from within the District school system and the community.

## 3. Key Relationships:

- 3.01 Director of Secondary Schools: Reports directly to this position. Director of Secondary Schools evaluates all secondary-level principals.
- 3.02 School administrative staff, licensed staff, and classified staff: Supervises and evaluates these positions.
- 3.03 Director of Secondary Schools: Calls on director for assistance in selection of instructional materials and in selection, assessment, and evaluation of staff.
- 3.04 Director, Student Services: Calls on director and staff for services in the development of programs to meet the needs of students served by Special Education.
- 3.05 Human Resources Coordinator: Calls on Coordinator for personnel-related services and individual personnel matters.
- 3.06 District Administrators: Works collaboratively with and keeps them informed on progress of educational and student programs.
- 3.07 Parents and Community Groups and Organizations: Keeps them informed on the school goals, objectives, programs, and activities. Calls on them for advice and counsel on community needs, and calls on them for volunteer services and special community resources.
- 3.08 District School Board: Meets with them when requested.

## 4. Minimum Qualifications:

- 4.01 Master's degree.

4.02 Two years of administrative experience.

4.03 License: Valid, current Oregon Administrative License

5. Term of Employment: 12 months. (1-year renewable contracts for the first three years during the probationary period.)

6. Salary Level: Pursuant to the Administrative Salary Schedule approved by the Board of Directors.

7. Working Conditions: The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends. High level of contact with district personnel, students, parents, and outside agencies/community.

8. Physical Requirements: Frequent reaching, handling, talking, walking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period as well as the ability to walk extensively throughout the day. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**TERMS OF EMPLOYMENT:**

Contract days per school year to be established by the Superintendent/Board. Salary established by the current board-adopted administrative salary schedule.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the District’s “Professional Development/Evaluation Handbook,” Board Policy, Evidence Based Leadership Scorecard and State Law.

**EQUAL OPPORTUNITY EMPLOYER**

Once identified, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

I have read and I willingly accept the above requirements, performance responsibilities, and conditions if selected for this position.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_