



JOB TITLE: MLA CHARTER SCHOOL MIDDLE SCHOOL PRINCIPAL

BASIC FUNCTIONS:

The Middle School Principal is under the general supervision of the superintendent and is responsible for implementation of board policies, MLA goals and mission at the school level. The position provides instructional leadership to staff by monitoring and supporting MLA standards-based instruction as well as both formative and summative assessment in the school. The principal is responsible for establishing high expectations for student learning and behavior, a shared vision, and a clear plan for improving student achievement. The principal is also responsible for day-to-day building management and administration of all students, staff, programs, and budgets at the building level. The principal also assures a safe and positive learning environment for all students and staff.

DUTIES AND RESPONSIBILITIES: Other duties may be assigned

Learning Environment and School Culture – Provides a safe and orderly learning environment where there is collective responsibility for student growth and achievement.

- Create, promote, and maintain a positive, safe, and caring school climate; deal sensitively and fairly with all; communicate effectively, clearly, and in a timely fashion with students, staff, and parents.
- Clearly communicate the school's vision and mission to the school community and maintain a positive and productive school culture and climate while maintaining team accountability.
- Utilize a distributed leadership model and demonstrate commitment to shared decision-making, as appropriate.
- Provide professional development and instructional leadership to educators in meeting the needs of students.
- Direct, evaluate, and coach administrative, licensed, and classified team members to best practices and MLA policy, including growth centered professional conversations.
- Regularly observe classroom instruction and provide timely feedback; work supportively and constructively to improve employee performance; adhere to and uphold state standards, personnel policies, and contract agreements.
- Makes personnel recommendations to MLA School Superintendent and MLA Executive Director-CFO/HR Director regarding the employment and continued employment of all certified and classified staff within the building based upon MLA evaluation procedures.
- Manages student behavior to ensure school safety by implementation and evaluation of PBIS in order to create uniform discipline policy and practices.
- Ensure that students are adequately supervised during instructional, non-instructional, and co-curricular activities.
- Conduct conferences on school issues with parents, students, and teachers; be a visible presence in the school and community.
- 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.

- Responsible for suspensions and recommendations for expulsion of students according to MLA policies and procedures.
- Oversees the overall development of middle school's master schedule.
- Facilitates communication between staff, students, and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Develops, promotes, and supports a community relations program with all school stakeholders including parents, parental groups, school volunteers, outside agencies, local business community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school program(s)
- Encourages teacher participation in discussions and deliberations regarding instruction, staff development, budget and other programs.
- Supports constructive and professionally sound instructional research by teachers in the use of new methods, materials, and content.
- Helps to establish and maintain viable and effective parent organizations
- Develop budget recommendations and provide expenditure control on departmental budgets and school programs.
- Assist in the annual preparation of MLA's School Improvement Plan
- Work with various members of the central administrative staff on school issues that support schools, students, staff, and activities such as field trips, transportation, special services, support services and other MLA staff.
- Know and comply with all applicable federal and state laws, Board policy and administrative regulations, and directives.
- Delegates responsibility for various administrative functions to Vice Principal or Dean of Students to manage workload
- Articulate the school's mission and accomplishments to the community and actively solicit community engagement with and the support of the school; use appropriate and effective techniques to encourage community and parent involvement.
- Direct and supervise in conjunction with K-8 Operations/Finance school support services such as custodial services and physical plant operations; and facility and ground repair, maintenance, and alterations. Oversee a clean, safe, and well maintained facility and equipment.
- Attend school events and programs such as fundraisers, band, drama, dance, school dances, parent nights, etc.
- Supports inclusion-to the least restrictive environment possible- of students with disabilities in the general education classroom setting. Facilitates systems to coordinate faithful implementation of student accommodations between the classroom teachers, learning specialists, and paraeducators.
- Provides feedback and makes recommendations to teachers for improvement of classroom management using PBIS data
- Assists the counselor(s) to develop programs to enhance individual student educational growth and development as well as behavioral issues

Assessments – Formative and Summative measures of student learning that are aligned to MLA Priority Standards provide feedback for both students and teachers to inform learning goals and adjustment to instruction.

- Makes decisions, provides staff feedback on instructional effectiveness and student growth/achievement, evaluates program effectiveness, makes recommendations for program changes, and creates reports for the district about middle school instruction and program effectiveness, based upon formative and summative as well as state assessment data
- Collects and analyzes student achievement data, reports the findings to staff, and creates a plan for improvement of instruction and increasing achievement levels for all students

- Participates in Individual Education Plan meetings, 504 meetings or other meetings involving assignment of resources related to accommodations for students with disabilities

Professional Learning – Provides support for improvement of instructional practice , the goal of which is to develop and sustain a positive, rigorous learning environment where student growth is realized and sustained.

- Evaluates, provides feedback, and makes recommendation for improvement to teachers about lesson plan design, implementation of instructional strategies planned for or used in instruction, and the application of assessment data to promote student growth and achievement so that students’ academic needs are met
- Monitor MLA professional staff development workshop goals within the building providing specific feedback, support, and/or specific recommendations to staff so workshop goals are implemented successfully

Standards–based Curriculum - Curriculum is built on a foundation of consensus-driven, clear academic standards essential for guiding assessment, teaching, and learning.

- Evaluates, provides feedback, and makes recommendation for improvement to teachers to assure that lesson plans are aligned to MLA Priority Standards
- Monitors implementation of MLA Priority Academic Standards in the classroom through review of instructional lesson plans and walk-through observations

Key Relationships:

- MLA Superintendent: Reports directly to this position. Superintendent provides feedback and evaluations of all building level administrators.
- Executive Director-CFO/Human Resources: Coordinates with this person for personnel-related services, teacher licenses and individual personnel matters.
- Executive Director-CFO: Works directly with this person for all budget and school finance related matters.
- School administrative staff, licensed staff, and classified staff: Supervises and evaluates these positions.
- Operations/Finance: Works directly with this person for building needs, ordering supplies, maintenance
- District personnel: Collaborate with and attend district meetings for administration, trainings as offered and appropriate, and other events as directed or necessary. Work with district administration to support and develop special education programs.
- MLA School Board: Attend monthly meetings with a prepared update from your building.
- Parent, Community Groups and organizations: Keep them informed on the school goals, objectives, programs, and activities. Call on them for advice and counsel on community needs, and call on them for volunteer services and special community resources.

Other job functions

- Consultation, collaboration and teaming with MLA Superintendent and Business/HR/CEO Director on school and personnel issues
- Manages the school budget and finances to support MLA school improvement plans
- Assist other personnel in the completion of their work activities as may be required for completion
- May be asked to translate student, parent, or community communications

- Coordinates with MLA Superintendent and Business/HR Director to recruit and interview; makes recommendations to the MLA School Superintendent and MLA Business/HR/CEO Director for hiring candidates.
- Coordinates new student orientations and shadowing.
- Coordinates new staff orientation, training and support.
- Participate in school, district, regional, and state meetings as appropriate or directed.
- Perform other duties assigned by MLA School Superintendent, or by MLA Business/HR Director.

Job Requirements-Qualifications:

Master’s Degree.

Valid Oregon Administrative Certificate. MLA at its discretion may substitute alternative licensing acceptable to MLA as well as meeting TSPC Charter School criteria and registry.

Five years as a building teacher, and/or teaching plus leadership in some capacity at a middle school level, and/or administration. Preference will be given to candidates with middle school administrative experience.

Criminal Justice fingerprint clearance.

Reasonable accommodations may be made to enable individuals with disabilities to perform position duties and responsibilities.

The position involves a high level of interaction with students and families from multiple and diverse backgrounds many who have particular or unique needs. The mental demands on the School Principal are considerable. The incumbent must maintain control under stress, and must manage him/herself in the presence of emotionally challenging interactions with staff, students, and parents.

The School Principal may frequently perform work beyond a standard 40-hour work week when workload requires. The team member is exposed to wet or hot outdoor weather conditions.

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or condition of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

- Demonstrate effective, interpersonal relationships in working with students, parents, teachers, support staff, other building and MLA administrators, and business groups.
- Excellent written and verbal communication skills including effective facilitation of meetings.
- Knowledge of and ability to use Microsoft Excel, PowerPoint, Word, Email and Google platform.
- Skills to manage personnel and services, and the ability to problem solve.
- Knowledge, experience using best practices in standards-based instruction and assessment, business, accounting practices, education code and school policies and philosophies.
- Knowledge of educational performance-based instruction lesson and assessment design. Experience is preferred.
- Responsibility to know, understand, and adhere to MLA policies and initiatives.
- Ability to lead systemic improvement and build collective commitment toward inclusive practices and improved student achievement.
- Demonstrate knowledge of high leverage, research-based instructional strategies for improving instructional practices at the classroom level.

- Demonstrated proficiency in the use of data to assess student progress and inform instructional practice. Formal training and experience in leading MTSS structures at the secondary level are preferred.
- Knowledge of Special Education compliance mandates.
- Ability to manage complaints which often requires the principal to engage with highly dissatisfied and angry parents and guardians.
- Ability to develop, lead, and celebrate an inclusive, culturally diverse school community.
- Ability to serve as a leader-coach to building level staff and to develop collaborative consensus-building with both internal and external groups.
- Ability to establish and maintain cooperative working relationships with students, parents, other school and district personnel.
- Abilities to sit for prolonged periods, maintain and verify completeness of records, meet schedules and deadlines, communicate with persons with varied cultural and educational backgrounds, communicate in oral and written form.
- Ability to meet schedules and deadlines.
- Significant physical abilities include reaching/handling, talking/hearing conversations, visual acuity/depth perception/visual accommodation
- First Aid, CPR, AED and Bloodborne certification required.
- Code of Conduct and Ethics Agreement signatory upon employment.
- Excellent organizational, planning and implementation skills..
- Mental Health experience preferred.

SALARY, HOURS, APPLICATION AND REPORTING

- Salaried/ one (1) FTE. Salary set by MLA administrative salary schedule. \$59,500.00 -\$79,963.02
- Hours of operation: Monday through Thursday, 7:45 am to 4:15 pm; Friday, 8:00 am to 2:00 pm
- Reports to the School Superintendent. *(may report to the Executive Director if Superintendent is not available)*
- MLA Middle School Campus, 3240 S Troutdale Rd, Troutdale Oregon 97060
- Work Year: September - August. Adjustments to days worked may be made according to building or district needs
 - *First year start time may begin prior to September for training and new school year preparation.*