

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Middle School Principal

DEPARTMENT: Harrison Middle School

QUALIFICATIONS:

1. A Master's degree or higher, with a major concentration of work in educational administration.
2. A valid state certificate to practice as a school principal.
3. At least five years of successful experience as a teacher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Assistant Principal
Teaching Staff
Other Professional Staff
All Nonprofessional School Staff
Other Resource and Service Personnel while functioning in the school.

JOB GOAL: The Principal is responsible for the operation of the middle school and all of its functions.

PERFORMANCE RESPONSIBILITIES:

1. Manages the physical plant in terms of safety and welfare of students and staff and utilizes the plant in the most expeditious and efficient manner.
2. Assists in the development and administration of the school's budget for equipment and supplies.
3. Coordinates student scheduling and prepares a master schedule for the implementation of an educational program with optimum use of facilities and staff.
4. Files monthly reports with the appropriate immediate supervisor and meets deadlines in a timely manner.
5. Displays knowledge of, interprets and supports district policies.
6. Utilizes the parameters of all negotiated contracts.
7. Implements and coordinates Special Educational Programs (such as Gifted, Learning Disabilities, etc.) and directs and participates in IEP conferences.
8. Participates in personnel meetings and initiates action growing out of such meetings.
9. Supervises school guidance program.

10. Directs and encourages participation by students and staff in extracurricular programs.
11. Assists in the development and updating of a program of studies booklet for course offerings in our school.
12. Maintains and protects the confidentiality of all student records.

SUPERVISION

1. Regularly observes staff in accordance with the district plan and promotes the utilization of sound educational practice.
2. Utilizes observational techniques appropriate to objective being evaluated and employs learned techniques in conferencing with staff.
3. Motivates staff to teach to their potential.
4. Writes conference reports detailed specific recommendations for improvements.
5. Prepared an end of year summary paragraph on each teacher and presents it to the teacher.
6. Reviews student grading and encourages consistent grading practices per Board policy.

PERSONNEL MANAGEMENT

1. Utilizes the talents of staff in the instructional program and determines staff needs.
2. Interviews prospective applicants and screens candidates for possible employment.
3. Evaluates substitutes and promotes appropriate instructional techniques among substitute teachers.
4. Displays knowledge of the legal responsibilities with personnel aspects of the position and observes these procedures in daily operations.
5. Reviews and make decisions on grievances filed by personnel under his/her supervision.

PUBLIC RELATIONS

1. Projects positive attitude to staff, students, and community.
2. Contributes to publications (letters, newsletters) for the community, appropriate to the position.
3. Presents and interprets Special Education Programs to parents and community.
4. Is courteous and efficient in dealing with parents, students, and residents.
5. Promotes clean, orderly, and aesthetically appealing facilities.
6. Works cooperatively with other segments of the school system in communicating school programs.
7. Attends meetings of school related parent groups and arranges visitations and programs at appropriate times during the school year.
8. Conducts an orientation program for parents of incoming students.

SCHOOL, COMMUNITY and PROFESSIONAL INVOLVEMENT

1. Participates in community, school, and professional organizations or programs.

2. Utilizes all resources of the school system and the community in developing the most effective educational program.
3. Presents school programs to community organizations, PTAs, and the like.
4. Participates in community educational groups such as: SHASDA, AIU Organizations, PTA Committees, and the like.

STUDENT INTERACTION

1. Maintains a safe and healthful environment for students and maintains order and discipline in the school.
2. Is fair and consistent in dealing with students.
3. Is able to interpret and utilize test data in placing and advising students.
4. Develops lines of communication to keep all concerned parties informed regarding discipline procedures and action.
5. Follows district policies and procedures in dealing with student discipline.
6. Is responsive to needs of students and utilizes support staff in effecting pupil adjustment.
7. Provides a program to recognize outstanding student achievement.
8. Conducts and orientation program for incoming students in late Spring of the school year.

STAFF DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS

1. Assists in the orientation and training for staff.
2. Participates in text selection and assists in Curriculum Development.
3. Evaluates programs and materials and reviews and utilizes test data with staff.
4. Provides leadership at various staff meetings within the building.
5. Directs efficient presentation of the Special Education Program in the Middle School.

PROFESSIONAL AND PERSONAL DEVELOPMENT

1. Acts as a role model in position held.
2. Utilizes problem-solving techniques of high order.
3. Consistently identified staff needs in the professional in-service activities.
4. Independently identifies realistic personal needs for professional development and self-initiates skill development to meet such needs.
5. Is visible and participative in personal, professional activities outside of his/her contracted district responsibilities/time.
6. Maintains membership in professional organizations such as NASSP, PASSP, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds

- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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

TERMS OF EMPLOYMENT:

Work year, workdays, salary, and benefits are established in accordance with the provisions of the Act 93. Initial salary shall be determined by the Board of School Directors.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the Act 93.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____