

USD 416 Job Description

Middle School Principal

TITLE: Middle School Principal

PURPOSE AND OBJECTIVES OF THE POSITION: To use leadership, supervisory and administrative skills to promote the educational development of the individual student and, through that development, student achievement that ensures school accreditation. The degree of freedom to act is significant, as many decisions will be made using administrative discretion with district policy serving only as a guide, not a blueprint for action.

RESPONSIBLE TO: Superintendent

SUPERVISES: All building certified teaching staff and staff as assigned

PAYMENT RATE: According to Negotiated Salary with Board

ESSENTIAL JOB FUNCTIONS:

1. Provide professional leadership to organize, administer, supervise, and evaluate a creative school program.
2. Establish an optimal learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Masters degree from an accredited college/university.
2. Minimum of 3 years certified/licensed teaching experience, preferably in a middle school.

3. Ability to work cooperatively and constructively with others, including the ability to communicate effectively with broad and diverse audiences.
4. Ability to handle a fast-paced, intense work environment.
5. Ability to manage job responsibilities and meet the established building outcomes.
6. Ability/willingness to work a daily schedule that demands an extended workday.
7. Current Kansas State Teaching Certificate on file in the Central Office.
8. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
9. Desire to continue career improvement.

JOB LOCATION/PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): School buildings (inside/outside)

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Implement a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develop and implement of a functioning education philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
3. Develop and implement a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
4. Develop an atmosphere of respect, interest, and enthusiasm within the school.
5. Communicate openly and effectively with students, community, staff, and administration.
6. Supervise and provide the general welfare of students during the school day, on school trips, and during school activities.
7. Maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress.
8. Selection and assignment of certified and classified personnel.
9. Delegate duties for effective staff utilization.

10. Encourage the professional growth of teachers by advanced training, experimentation, and evaluation.
11. Administration of district policies in the operation of the school.
12. Development and administration of the school budget.
13. Maintain school records and file necessary reports.
14. Assure school compliance with legal and regulatory requirements of the various governmental agencies.
15. Plan and organize the school day and year to provide for efficient operation of the school.
16. Drop off daily bank deposits.
17. Assists with supervision and monitoring of lunchroom.
18. Responsible for evaluation and supervision of middle school faculty.
19. Develop the master schedule and scheduling of classes.
20. Supervise and evaluate non-certified staff.
21. Screen, interview, and select applicants in the building.
22. Assist on ad-hoc committees as deemed necessary by the superintendent.
23. Obtain substitute teachers and supervise while in building.
24. Attend all regularly-scheduled board of education meetings.
25. Maintenance of safe, clean, attractive, and well kept buildings and grounds.
26. Make effective use of consultants and specialists in program and staff development.
27. Work cooperatively with peers in sharing ideas, techniques, and procedures for improvement of the learning environment.
28. Keep abreast of new information, innovative ideas and techniques.
29. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
30. Other duties as assigned by the Superintendent or other Administrative Staff.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

EQUIPMENT (*Machines, devices, tools, etc. used in job performance*):

Computer, telecommunications equipment (phone, fax, etc.), copier,

TERMS OF EMPLOYMENT: Negotiated contract

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the USD 416 Board of Education's policy on Evaluation of Professional Personnel and this job description.