

Principal - Middle School

JOB DESCRIPTION

POSITION TITLE

MINIMUM

QUALIFICATIONS

MIDDLE SCHOOL PRINCIPAL

- New Jersey Principal Certification
- Teaching/administrative experience at the middle school level
- Demonstrates understanding of the learning needs of early adolescents and educational programs to meet those needs
- Commitment to equity and multicultural education
- Commitment to a collegial leadership style in working with a team of principals and supervisors
- Commitment to parent involvement
- High energy level
- Computer proficiency

REPORTS TO

JOB GOAL(S)

Superintendent of Schools

To lead for equity and excellence in teaching and learning so that every child in every class receives a quality education every day and is prepared for a rigorous high school instructional program. To lead school staff in developing and implementing appropriate programs for middle level students.

Supervises all building staff

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

1.Program

- A. Collaborates with district supervisors in the development, revision and evaluation of the curriculum.
- B. Assumes responsibility for the implementation of the curriculum.
- C. Develops the master teaching schedule.

2.Staffing

- A. Projects staffing needs.
- B. Participates in the recruitment process.
- C. Recommends staff for appointment, with support and input from supervisors and assistant principals as appropriate.
- D. Determines teaching and special assignments
- E. Leads the evaluation of all staff, with support and input from supervisors and assistant principals as appropriate.

3.Staff Development

- A. Orients newly assigned staff members and assists in their development.
- B. Plans and participates in the formative supervision of staff.
- C. Conducts professional development and faculty meetings.
- D. Provides for other building level development opportunities - e.g. team meetings, workshops.

- E. Collaborates with district staff in planning and carrying out in-service programs.

4.Students

- A. Provides a physically and emotionally safe learning environment for students.
- B. Provides opportunities and guidance for the social and psychological development of students.
- C. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and co-curricular events.
- D. Maintains high standards of student conduct and enforces discipline as necessary.

5.Parents and Community

- A. Conducts regular meetings of Parent Advisory Committee.
- B. Serves as advisor and liaison to the H.S.A.
- C. Provides opportunities for the active involvement of parents at building and classroom level.
- D. Confers with parents who have concerns.
- E. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and program; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

6.Finance

- A. Prepares and administers the school budget in collaboration with district supervisors.
- B. Supervises the handling of the school activity account.
- C. Oversees fundraising by students in accordance with Board policy 5830.

7.Facilities

- A. Provides for a safe and clean learning environment.
- B. Supervises the daily use of the school facilities for both academic and non-academic purposes.
- C. Provides for adequate inventories of property and for the security and accountability for that property.
- D. Identifies areas in need of repair, remodeling or alteration to suit the educational program.

8.Administration

- A. Assumes responsibility for all official school correspondence and news releases.
- B. Interprets and enforces district policies, administrative regulations and contractual requirements.
- C. Supervises the maintenance of accurate records on the attendance of students and staff.
- D. Prepares or supervises the preparation of report, records, lists, and all other paperwork required or appropriate to the school's administration.
- E. Plans and supervises required fire drills.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, parents,
OF THE POSITION students, administrators and appropriate community
groups.

TERMS OF EMPLOYMENT 12 Months

Salary as per ASCA Agreement