

Middle School Principal

MAJOR RESPONSIBILITIES

Leadership

- Administer and supervise the middle school in accordance with the policies and regulations prescribed by the Board of Education and Superintendent of Schools.
- Provides a safe and secure environment for students and an atmosphere conducive to learning.
- Directs the scheduling process for the middle school by working with the guidance and teaching staff.
- Directs the screening and interviewing of candidates for all middle school positions to select finalist for central office consideration.
- Is responsible for maintaining proper behavior of students and correction of misbehavior, or disciplinary problems, including suspension from school and expulsion when necessary.
- Supervises and administers pupil accounting in the school.
- Assists in coordinating requests for the use of the building for activities during non-school hours.
- Responsible for acquiring and maintaining knowledge of the policies, procedures and activities of the school district that pertains to the specific duties and responsibilities of the position.
- Supervises fulfillment of routine collateral duty assignments (study hall, cafeteria, bus platform duties, etc.) of staff members.
- Prepares various records and forms such as needs assessment, student projections, staff projections, school budget, school incident reports, school safety reports, school summary report, school immunization report, school renewal plan, principal's report, etc.
- Completes and submits promptly such reports, records, and accreditation processes as are required by the district, regional, state and federal authorities.
- Establishes and directs a systemic middle school organization.
- Researches, models, directs and encourages effective instructional practices.
- Organizes professional in-service programs for the middle school staff in cooperation with district and building Act 178 committees.
- Devises, implements, and justifies administrative procedures, devices, and techniques in his/her school.
- Plans and coordinates faculty, team and committee meetings.
- Is responsible for self-improvement and growth on the job through:
 - Maintaining membership in professional organizations.
 - Continuing professional education activities.
 - Participating in visitations to other educational institutions.
 - Keeping abreast of literature related to educational leadership and administration
- Works closely with the guidance counselors in areas of joint concern.
- Participates in Leadership Meetings.
- Makes recommendations to the superintendent for improving the school.\

Communication

- Is responsible for routine publicity promoting instructional program, and student achievement including parent newsletters and press releases to both newspapers and our web-site.
- Responsible for demonstrating the ability to work and communicate effectively with individuals and groups from a wide variety of educational and cultural backgrounds. Strong organizational skills.
- Completes and transmits promptly such reports and records as are required by the district, county, state, and federal school authorities.
- On call and available to parents, citizens, and other patrons for the purpose of hearing concerns, etc. Participates in and assumes responsibility for community programs.
- Develops calendars for school functions.
- Encourages teacher participation in school and/or school-related activities such as graduations, concerts, athletic events, etc.
- Interacts with students, parents, teachers, coworkers, general public, superintendent, etc.
- Ability to counsel students with adjustment, disciplinary, and academic problems.
- Assists in administering the extra-curricular activities program.
- Encourages shared decision-making, while striving to reach workable solutions and strategies having to do with irregular or unusual circumstances.

Knowledge

- Keeps informed of current trends, research studies, and innovative ideas dealing with school organization, personnel practices, curricula possibilities, etc.
- Knowledge of requirements and functions of state and regional accrediting agencies.
- Knowledge of effective interpersonal skills to deal with a variety of people.
- Knowledge of all areas of the school program.
- Knowledge of counseling techniques.
- Knowledge of the records, forms, and reports that must be prepared and maintained.
- Knowledge of proper maintenance of equipment, materials, and supplies used in daily activities.
- Knowledge of procedures for planning and formulating a budget and monitoring expenditures.
- Knowledge of personnel policies.
- Knowledge of problem solving techniques.
- Knowledge of the responsibilities of individuals supervised to ensure accurate evaluations.

Budget & Finance

- Oversees the financial accounting of activities funds and other building budgets.
- Directs the budget development and expenditures of the middle school program.
- Responsible for developing and implementing school budget.

SUPERVISOR & EVALUATION

Supervisor

- Middle school principal shall be directly responsible to the Superintendent for satisfactory fulfillment of the duties assigned to him as defined by Act 195, the Middle School Principal shall be considered as a confidential employee and shall not be a member of the L.M.E.A. Collective Bargaining Unit.
- Performing other related duties as assigned by the superintendent including the application and management of federal funds.
- Brings all substantial proposed contractual agreements between the school and any concerns to the attention of appropriate district personnel before any commitment, or any other form of obligation, is made.

Evaluation

- Performance of this job will be completed by the Superintendent in accordance with the annual job goals.

Evaluates

- Professional Employees.
- Administrative Secretaries.
- Assists with paraprofessional staff and supervision of maintenance, custodial, and cafeteria staff.

SELECTION CRITERIA

Credentials

- Valid certification as principal from the Pennsylvania Department of Education.
- Have (5) years teaching experience.

Education

- Master's Degree required.
- Additional course work beyond Masters preferred.
- Experience in a supervisory or leadership role preferred.

Experience

- Have (3) years teaching experience.
- Planning, organizing and prioritizing daily activities.
- Operating general office equipment in the performance of daily activities.
- Using independent judgment and discretion in supervising the school, including such areas as handling difficult situations, setting school priorities, making recommendations, handling complaints/inquiries from the public, etc.
- Evaluating all professional and non-professional personnel. Ability to provide training, instruction, and guidance to teachers, staff, and students.
- Responding to any situation related to the responsibilities of the job.

COMPENSATION

- Administrative salary schedule to be established by the Board of School Directors in accordance with Act 93 Agreement.
- Twelve (12) month year

