



JOB DESCRIPTION

Job Title	Middle School Principal
Department	Secondary Schools
Reports To	Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Middle School Principal administers the middle school according to the policies of the Board of Education and provides educational leadership to the faculty and students with the goal of inspiring them to contribute their best efforts. The Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

Essential Job Functions

- Provides leadership, support, and coordination of the work of the assistant principals.
- Collaborates with the leadership team and assistant principals to develop school improvement plans and to facilitate professional learning.
- Collaborates with department leaders to monitor, evaluate, and respond to student learning outcomes.
- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Maintains familiarity with current trends in middle level education and encourages staff consideration when deemed appropriate.
- Ensures the school improvement plan is implemented.
- Conducts faculty meetings and facilitates professional learning for staff.
- Supervises and evaluates staff.
- Works toward proficiency in the Principal domains of Wisconsin's Educator Effectiveness system.
- Works toward proficiency of the nineteen components of the Wisconsin Framework for Principal Leadership.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Approves the school budget for submission to the Executive Director of Business Services.
- Approves all purchase requisitions and ensures effective execution of school business affairs.
- Provides leadership, direction, and final approval of the master schedule.

- Works closely with the Executive Director of Teaching and Learning in improving articulation of the educational program.
- Approves the calendar of events for the school.
- Approves the general supervision of school discipline as developed and enforced by an assistant principal.
- Confers with teachers, parents, and students.
- Approves the maintenance of the buildings and grounds as conducted by the lead custodian.
- Directs supervision of extra-curricular school activities including staff supervisors, supervision and assignment of student workers, activity funds, and facility use.
- Serves as key member in project meetings for construction impacting the school.
- Plans, facilitates, and attends school and District meetings.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Leadership or related field.
- Minimum of five years of related experience.
- Principal (51) license.
- NCI certified or must obtain certifications as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience at the middle school level.
- Advanced graduate work beyond the Master's degree.
- Minimum of three years of successful middle school teaching.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent verbal/written communication and listening skills.
- Strong leadership ability.
- Ability to work well with others.
- Ability to make sound decisions and withstand pressures.
- Broad knowledge of middle school curriculum and familiarity with elementary and high school curriculum.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to frequently talk and listen.