



## JOB DESCRIPTION

<b>Job Title</b>	Middle School Principal
<b>Department</b>	Secondary Schools
<b>Reports To</b>	Superintendent
<b>Classification</b>	Administration
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	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 District and School Board Policies 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.
- Ensures the school improvement plan is implemented.
- 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.
- Conducts staff meetings and facilitates professional learning for staff.
- Supervises and evaluates the performance of teachers, department chairs, and other personnel.
- Maintains effective daily communication with both students, families, and staff.
- Works toward proficiency in the Principal domains of Wisconsin's Educator Effectiveness system.
- 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 budget.
- Provides leadership, direction, and final approval of the master schedule.
- Approves and recommends to the Teaching and Learning Department all course offerings and curriculum development.
- Approves the calendar of events for the school.

- Approves the general supervision of student behavior as developed within the EMLSS (or Equitable Multi-Level System of Support) and of student discipline through the office of the Assistant Principal.
- Confers with teachers, parents, and students.
- Collaborates with Building Services Manager and Lead Custodian to prioritize buildings and grounds maintenance and improvement needs.
- 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.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

### **Ancillary Job Functions**

- Plans, facilitates, and attends school and District meetings.
- Stays current in the field through professional reading, seminars, workshops, and conventions.
- 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 administration or related field.
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.
- Wisconsin Administrative Certification: Principal Licensure (#51).

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

- Previous administrative experience.
- Bilingual/bicultural skills.

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

- Ability to communicate effectively both orally and in writing, including speaking publicly in large groups.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize, and manage time.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks

- Ability to work independently with minimal supervision
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

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

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**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 sit for extended periods of time.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.