



Rockford Area Schools Job Description

Middle School Principal

General Definition of Work

Performs difficult professional work overseeing the day-to-day operations of the school to include recruiting and managing staff, developing and implementing educational programs and budgets, monitoring student progress and creating a positive learning environment, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Organizational supervision is exercised over those within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides leadership by demonstrating and understanding how local, state, national and international events effect local education; implements educational changes through strategic planning and goal setting with staff and members of the community.

Identifies, assesses, prioritizes and designs solutions to problem situations.

Enhances teaching and learning through curriculum assessment and strategic planning; evaluates procedures to plan for all levels of learning.

Develops processes to gather and analyze data to evaluate the effectiveness of programs; plans and schedules personnel; allocates personnel and resources; manages budgets and maintains accurate fiscal records.

Develops efficient organizational systems, facilitates team building; develops problem solving strategies and manages conflict resolution.

Attracts and retains a highly skilled workforce; provides training and ongoing professional development for staff; oversees human resource management within District, State and Federal guidelines.

Creates and maintains a positive working and learning environment for students and staff; promotes the acceptance of and sensitivity to diversity; develops policies and procedures that insure safe and secure educational environment; promotes a positive image of the school and District to the community and media.

Develops informed citizens through leadership in accordance with the Minnesota Board of School Administrators Code of Ethics for Administrators.

Stays current with local, state and federal regulations governing general, special and community education.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of State and Federal regulations affecting education; thorough knowledge of budget preparation and administration; comprehensive knowledge of management theory, principles and techniques; comprehensive knowledge of applicable grants and required reports; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Specialist's degree or 6th Year Certificate with coursework in Educational Administration or leadership, or related field and moderate experience with teaching or administrative, or equivalent combination of education and experience.



Rockford Area Schools Job Description

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Professional Administrative Principals K-12 License upon hire
Infinite Campus-Student Information System Training
Cognos-Data System Training
SMART Region V - Budget System Training
Valid driver's license in the State of Minnesota.