

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – MIDDLE SCHOOL PRINCIPAL

AUTHORITY

Be responsible to the Superintendent for the development and implementation of a program of education that serves the needs of the students.

DUTIES AND RESPONSIBILITIES

Be responsible for the organization, administration, and supervision of the middle school.

Cooperate with the Curriculum Coordinator in the planning of the instructional program.

Provide educational leadership in the building.

Develop and implement effective procedures for the evaluation and supervision of all middle school teachers, assistant principal, office personnel, and all other support staff.

Take leadership in recommending policies necessary for the most effective operation of the middle school.

Be responsible for the establishment, proper care of, and use of any and all necessary school records.

Develop procedures and criteria for the selection of supplies, equipment, and supplementary materials.

Be responsible for teacher schedules, pupil schedules, cafeteria schedules, teacher meetings, parent-teacher meetings, professional and social activities, report cards, sick leave, and teacher time reports.

Develop and supervise the middle school budget.

Control the equitable requisitions, distributing, and accounting of supplies and equipment.

Organize and administer adequate provisions for recording absences and tardiness of pupils and for promoting regularity and promptness in attendance.

Execute fire drills and civil defense alerts so that pupils are prepared for any type of emergency and see that these drills are periodically and correctly practiced.

Instruct teachers in methods of teaching through classroom visitations and conferences.

Organize and orient substitute teachers.

Confer with parents on all matters related to their children's performance in the middle school.

Appoint teacher advisors to clubs and activities.

Supervise the orientation and induction of new teachers.

Promote good faculty morale.

Be responsible for the execution of Board policy at the middle school level, including the discipline of pupils.

Annually develop student and faculty handbooks and a middle school calendar of events.

Promote free lines of communication in the middle school.

Work directly with the PTO.

Make all final decisions regarding the promotion and retention of pupils.

Make recommendations concerning teacher attendance at conventions, etc.

Recommend team leaders and department heads for the middle school.

See that appropriate instructional conditions are maintained throughout the middle school.

Consult with the Technology Director to ensure that all technology-related items are up to date for student and staff use.

Work closely with the Curriculum Coordinator to make certain that audio-visual and other instructional media are properly utilized.

Make arrangements for all middle school field trips, etc.

Be responsible for the middle school activities account.

Supervise pupil personnel services within the building.

Be responsible for assemblies.

Plan and conduct faculty meetings, as needed.

Attend all School Board meetings and other meetings influencing the middle school program.

Recruit, screen, and recommend professional and support staff members, as needed.

Discharge all other assignments delegated by the Superintendent.

EVALUATION

Evaluation will be conducted annually by the Superintendent in the areas of domains and goals.