

WAUNAKEE COMMUNITY SCHOOL DISTRICT

MIDDLE SCHOOL PRINCIPAL

Job Description

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin.
2. Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: District Administrator

GENERAL FUNCTIONS:

The Waunakee Community Middle School Principal, under the supervision of the district administrator, is responsible for the organization, administration, and supervision of the middle school. The principal will be expected to carry out the duties identified within this document and all other duties that may be assigned in a manner that will meet the standards established by the district administrator and the Board of Education.

ESSENTIAL FUNCTIONS:

A) Leadership

The middle school principal will:

1. Articulate and support a vision for the school that is aligned with the vision for the district.
2. Create and cultivate a safe and positive school culture and climate for students and staff.
3. Develop systems to insure staff involvement in shared decision-making under administrative leadership.
4. Collaborate with the staff to develop, monitor, and support building level goals that reflect the educational objectives of the district.
5. Develop and disseminate systems that describe and define staff responsibilities, and provide opportunities for staff to develop and use their leadership skills.
6. Establish and support a chain of command with assigned responsibilities.
7. Employ the use of data to support decision-making.
8. Gather input and data from staff and parents/guardians on his/her own performance.
9. Create and nurture a partnership with the associate principal to provide positive leadership for the students and staff.

B) Human Relations

The middle school principal will:

1. Involve staff in fostering a safe and positive school climate.
2. Establish, articulate, and enforce clear expectations, procedures, and practices that are aligned with laws, regulations, and policies.

3. Create and employ methods of clear and ongoing communication with students, parents/guardians, and staff members.
4. Involve students, parents/guardians, and staff members in gathering and disseminating information related to school and district programs and policies.
5. Develop constructive problem-solving relationships with staff, supervisors, and colleagues in the district
6. Contribute to the administrative team in a collaborative, cooperative, and constructive manner to support the overall vision and goals of the district.
7. Promote positive relationships with students, parents/guardians, and staff.

C. Curriculum and Instruction

The middle school principal will:

1. Work with the director of curriculum and instruction along with team and departmental leaders to insure curriculum and instruction is current, relevant, and age-appropriate.
2. Implement standardized testing practices and procedures as mandated by State, Federal, or district directives.
3. Seek out and share current information on research and practices related to curriculum and instruction.
4. Provide leadership and modeling for the improvement of instruction.
5. Facilitate and monitor staff participation in a variety of relevant staff development opportunities.
6. Participate in and provide input to district level curriculum and instruction committees.
7. Participate, coordinate, and direct committees as assigned.
8. Represent the administrative team as a liaison to identified departments.

D. Personnel

The Middle School Principal will:

1. Identify and articulate staffing needs for the middle school
2. Be responsible for interviewing and recommending staff for the middle school.
3. Supervise and evaluate the associate principal and instructional staff by implementing established district procedures.
4. Supervise and evaluate non-instructional staff.
5. Carry out the educational agreement as it relates to personnel.
6. Provide leadership and direction for effective teaching practices by:
 - a. Directing the orientation for new and veteran teachers.
 - b. Participating in the development of in-service activities for all staff; and
 - c. Directing or participating in building level meetings and activities.

E. Student Activities

1. Create and maintain a positive and productive learning environment for all students.
2. Create, implement, and communicate expectations, procedures, and practices.
3. Be responsible for scheduling of classes and activities

4. Organize and assign staff to insure proper direction and supervision of students for classes and activities.
5. Identify needs for student activities and provide input to the activities director, superintendent, and Board of Education
6. Encourage and support student participation in school-sponsored activities.
7. Establish opportunities for parent/guardian and community involvement in school programs.

F. School Management

The Middle School Principal will:

1. Recommend staffing needs to the superintendent.
2. Be responsible for overall building budget development, oversight of purchasing, and financial accounting for the middle school.
3. Support school staff in developing and implementing budgets for their teams/departments.
4. Recommend purchases and inventory of capital outlay items.
5. Identify and recommend physical plant improvements.
6. Coordinate and supervise the middle school summer school program.
7. Carry out district policy as it relates to students, parents/guardians, and staff.
8. Prepare, provide, and maintain required reports, forms, and information as designated by the State and Federal government, superintendent, or district directives.

G. Professional and External Relations

The middle school principal will:

1. Serve as an advocate for early adolescent learners and appropriate middle level educational practices within the community.
2. Participate in professional activities on a local, state, and national level.
3. Remain current in research and practices related to early adolescent learners, middle level education, and instructional leadership through active participation in local, state, and national organizations.
4. Promote current research and best educational practices with staff, colleagues, parents/guardians, and community members.
5. Develop relationships with community, State, and Federal agencies to support the school program.

H. Other Duties

The middle school principal will:

1. Perform all other duties as assigned by the district administrator.

Legal Ref.: Sections 118.24 Wis. Stats.
121.02(1)(a)

PI3, Wisconsin Administrative Code
PI8.01(2)(a)+(q)

Adopted: 1/13/86
Revised: 4/22/91
March 1994
October 2006

Waukegan Community School District