

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Junior High Principal

QUALIFICATIONS:

1. A master's degree or higher, majoring in educational administration with specific course work related to junior high/middle school education
2. A valid Iowa Administrative Certificate.
3. A minimum of three years' experience in public school administration.
4. A minimum of two years' successful experience as a junior high/middle school teacher.
5. Such alternatives to the above qualifications as the Board may deem appropriate.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving within the assigned school and other staff members designated by the Superintendent or the Board of Directors.

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Implements a philosophy and accompanying exploratory curricular program appropriate to the education of the early adolescent.
3. Assumes responsibility for the implementation and observance of all Board policies by both students and staff.
4. Assists in recruiting and training of all staff working within the building.
5. Directs the creation of an instructional schedule which provides for the needs of junior high students.
6. Conducts meetings of the staff as necessary for the proper functioning of the school.
7. Interprets the school's program to the community and enlists the participation of the community in school life.
8. Evaluates appropriate personnel according to District policies and procedures and abiding by contractual agreements.
9. Advises the district office on activities in the school, preparing and supervising the preparation of appropriate reports.
10. Supervises operation and care of the building, grounds, and all school property assigned within.
11. Assists in the management and preparation of the school budget with particular emphasis upon that portion of the budget directed to junior high school education.
12. Establishes guides for proper student conduct and maintaining student discipline.
13. Directs the use of various local funds generated by student activities.

Page 2 – Junior High Principal

- 14. Assumes the responsibility of coordinating and articulating the programs of the junior high school with those of the elementary and senior high schools.
- 15. Serves as the administrative representative on district committees as directed by the superintendent.
- 16. Performs all other tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03