

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
PRINCIPAL – 7/8 MIDDLE SCHOOL

Department: School Building
Immediate Supervisor: Superintendent
Date: June 2008

GENERAL DUTIES: The Middle school principal is the chief administrative leader of the school, and as such assumes full responsibility for all aspects of the school program. The principal will use essential leadership, supervisory and administrative skills so as to promote the educational development of each student to his/her fullest potential. Independent judgment and decision-making is required in matters not having established rules, regulations or policies.

ESSENTIAL REQUIREMENTS:

1. Holds a Master's degree plus additional specialization in educational administration.
2. Holds an appropriate license from Teacher Standards and Practices Commission in the State of Oregon for the position.
3. Have a minimum of three years of experience as an administrator and successful experience in teaching.
4. Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement.
5. Shows a personal and professional attitude of ethics and integrity.
6. Commit to provide quality education for all students.

SUPERVISORY RESPONSIBILITIES:

Middle school staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In fulfilling his/her responsibilities in administration, the Middle school principal shall;

1. Implement Board policies and administrative rules and regulations relating to the schools.
2. Maintain student, faculty, and parent committees as necessary to assure communication among the various school and community groups and provide a systematic avenue for the discussion of school programs, practices, and policies by all interested people in these groups.
3. Keep students, teachers, and parents informed of the factors which affect decisions; thereby gaining increased understanding and support in all areas of the school program.
4. Establish and maintain a systematic plan for keeping of student's records on attendance, promotion, and other matters as required.
5. Devise plans and execute training programs which assure safe conduct of students and staff for fire, earthquake, and /or emergencies which may arise.
6. Keep the Superintendent informed of the school's activities and/or problems.
7. Take all reasonable precautions to safeguard the health, safety, and general welfare of his/her staff and students in the school.
8. Take emergency measures in the event of injury and report such injuries to superiors, as well as proper authorities.
9. Take appropriate actions as required to increase student safety and to protect citizens and their property.
10. Prepare and submit the school's budgetary requests and monitor expenditures of funds.
11. Provide for the establishment of guidelines for proper student conduct and discipline.
12. Work with various members of the administrative staff on school issues that support schools, students, staff and activities such as transportation, special services and support services.
13. Participate in appropriate District meetings as may be requested.
14. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

15. Assure that in his/her absence another District administrator is designated to be in charge of the school.

INSTRUCTIONAL PROGRAM:

In fulfilling his/her responsibilities for the instructional program, the middle school principal shall:

1. Establish and maintain an effective learning climate in the school.
2. Be responsible for the detailed organization of the school and for the assignment of duties to the members of his/her professional and non-licensed staff.
3. Lead the staff in developing and adapting courses of student and school programs to achieve the goals of the District, school, and District and State curriculum requirements.
4. Encourage teacher participation in discussions and deliberations regarding instruction, staff development, budget, and other programs.

STAFF DEVELOPMENT AND EVALUATION:

In fulfilling his/her responsibilities in staff development and evaluation, the middle school principal shall:

1. Assist in the recruiting, screening, training, assigning and evaluation of all school personnel under his/her supervision. This shall include recommendation as to initial employment as well as continued employment or dismissal.
2. Provide for the orientation of newly assigned staff members and assist in their development, as appropriate.
3. Plan and conduct, with the professional staff, at least one meeting each month for the cooperative study of the instructional improvement of his/her school.
4. Provide for the development of a systematic program of supervision and evaluation of the entire staff.

COMMUNITY RELATIONS:

In fulfilling his/her responsibilities in the area of developing and maintaining effective community relations, the middle school principal shall:

1. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs, to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
2. Help to establish and maintain viable and effective parent organizations.
3. Establish an effective system for handling all complaints and concerns received in his/her school, including the investigating of facts, and constructive responses to legitimate grievances.
 - a. Keep written copies of communication from and with patrons, apprising supervisor and Superintendent of the more significant problems.
 - b. Submit copies of his/her replies to the supervisor and the Superintendent in instances where complaints have been registered to those offices.
4. Coordinate Site Committee activities and decision-making.
5. Perform any other related tasks which may be assigned by the supervisor or superintendent.

WORK ENVIRONMENT:

In an eight-hour day the employee may:

- a. Stand/walk 1 – 6 hours
- b. Sit 1 – 3 hours
- c. Drive 1 – 3 hours

The teacher may occasionally:

- d. Bend/kneel/squat/reach
- e. Climb Stairs or ladders
- f. Use hands for repetitive motions

g. Lift and hold items to forty pounds
The noise level is quiet.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date** _____

Employee Name (Print) _____