BUTLER COUNTY SCHOOLS

PRINCIPAL, MIDDLE SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

(1) Minimum of a Master's degree from an accredited institution.

(2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.

(3) Minimum of five (5) years progressively responsible experience at the middle school level desirable, administrative and/or classroom experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of assigned students. Ability to maintain a sensitivity to multi-cultural issues.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.

* (2) Coordinate program planning with system instructional staff.

* (3) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.

* (4) Participate in developing the system strategic plan, system school calendar, system staffing plan and other system plans as required.

* (5) Manage and administer school functions relating to all pertinent System plans.

* (6) Direct the development of the master schedule and assign staff according to identified needs.

* (7) Utilize current educational trends in the planning and preparation of the school instructional program.

* (8) Manage and administer the testing program for the school.

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* (9) Supervise all facets of the registration process.
*(10) Interview and select qualified personnel to be recommended for employment.
*(11) Conduct performance appraisals and make reappointment recommendations for school personnel.
*(12) Establish job assignments for school administrators, teachers and support staff personnel.
*(13) Develop and administer duty rosters for certified and non-certified staff as required.
*(14) Supervise the operation and management of all activities and functions at the assigned school.
*(15) Develop positive school/community relations and serve as a liaison between school and community.
*(16) Develop both long range and short-range facility needs at the assigned school.
*(17) Coordinate facility and support service requirements.
*(18) Coordinate plant safety and facility inspections.
*(19) Coordinate all maintenance functions at the assigned school.
*(20) Coordinate and supervise the school transportation services as required.
*(21) Coordinate and supervise the school food services program as required.
*(22) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and the school's internal account.
*(23) Establish and manage student accounting and attendance procedures.
*(24) Direct the establishment of adequate property inventory records and ensure the security of school property.
*(25) Assume responsibility for all official school correspondence and news releases.
*(26) Supervise the preparation and maintenance of accurate and timely reports and records.
*(27) Communicate, to the Superintendent or others as required, any impending problems or events of an unusual nature.
*(28) Identify and procure additional funding through grants, fundraising, donations and participation in various programs.
*(29) Manage the selection of textbooks, materials and equipment needs.
*(30) Coordinate all data processing activities as required.
*(31) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
*(32) Maintain visibility and accessibility on the school campus.
*(33) Coordinate the supervision of all extracurricular programs at the assigned school.
*(34) Manage and supervise the school's student activity programs.
*(35) Approve all school-sponsored activities and maintain a calendar of all school events.
*(36) Assume responsibility for all student suspensions in accordance with board policies and statutes.
*(37) Provide training opportunities and feedback to assigned personnel.
*(38) Manage and administer personnel development through training, inservice and other developmental activities.
*(39) Participate in system management meetings and other meetings and activities appropriate for professional development.
*(40) Serve as a member of the Superintendent's system-wide management team.
*(41) Develop and utilize sources of current literature and technology.
*(42) Maintain a close working relationship with System staff to ensure information exchange, coordination of efforts and support for the decision-making process.
*(43) Provide leadership in the school improvement process and in implementation of the school improvement plan.

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*(44) Utilize appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishments.
*(45) Establish a vision and a statement of mission for the school in collaboration with key stakeholders.
*(46) Facilitate a process of positive communication among students, parents, teachers and support staff.
*(47) Develop and monitor an articulation program with appropriate elementary and senior high schools.
(48) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

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