BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Middle School Principal

Purpose Statement
The job of Middle School Principal is to use leadership, supervisory, and administrative skills to function as a Lead Learner with a creative mind, serving as an innovative thinker, propelling teaching and learning practices forward, and improving achievement for all students in the best learning environment.

Supervisory Relationship
Reports to: Assistant Superintendent of Secondary Education

Essential Functions
- **Meeting Coordination:** Chair meetings (e.g., curriculum, safety, site advisory, special district committees) to coordinate activities and ensure outcomes achieve school, district, and state objectives.
- **Collaboration:** Collaborate with internal and external personnel and agencies (e.g., counselors, social workers, psychologists, community agencies, parents) to respond to individual and group needs.
- **Classroom Observations:** Conduct classroom observations to serve as a coach and identify and solve classroom issues regarding academics and behaviors.
- **Delegation:** Delegate administrative functions to the Assistant Principal and other personnel to manage the workload more efficiently.
- **Budget Management:** Develop budgets and financial forecasts to provide financial guidance and recommendations to administrative personnel, the Superintendent, and/or the governing Board.
- **Discipline Policies:** Establish and implement discipline policies to maintain high standards of student conduct and discipline with regard to due process and student rights.
- **Curriculum Facilitation:** Facilitate district-level curriculum committees and department PLCs to assist in the development, articulation, revision, and evaluation of curriculum, instruction, assessment, and professional development.
- **Policy Implementation:** Implement policies, procedures, and processes to provide direction and comply with mandated requirements.
- **Educational Leadership:** Lead the learning to support 21st Century educational expertise, project-based learning, 1-to-1 technology, standards-based education, and a Multi-Tiered System of Support framework.
- **Administrative Management:** Manage school administrative functions (e.g., facility maintenance, budget, staffing, attendance monitoring, safety inspections, safety drill activities, school activities supervision) to maintain safe and efficient school operations within district guidelines.
- **Professional Development:** Participate in workshops, conferences, professional organizations, and district/state/national committees to maintain professional growth and development.
- **Personnel Administration:** Perform personnel administrative functions (e.g., hiring, assigning staff, scheduling staff for summer school, evaluation, coaching, disciplining, recommending termination) to ensure instructional and building support staff maintain high levels of competence and productivity.
- **Material Preparation:** Prepare a variety of materials (e.g., reports, student activities, correspondence) to document activities, provide written references, and convey information.
- **Community Representation:** Represent the school within community forums to maintain ongoing community support for educational goals and assist with issues related to the school environment.
- **Instructional Leadership:** Serve as a resource to provide instructional leadership at the classroom, building, and district levels.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** Maintain prompt and consistent attendance.
- **Perform Other Duties:** Carry out additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Using pertinent software applications.
- Preparing and maintaining accurate records.
- Administering personnel policies.

Knowledge

- Pertinent codes, policies, regulations, and laws.
- Conflict resolution.
- Bookkeeping principles.
- Concepts of management and supervision.
- Preparing and interpreting statistical analysis.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work independently and collaboratively with diverse groups.
- Communicate effectively.
- Maintain confidentiality.
- Set priorities and work as part of a team.
- Create a positive school climate.
- Adapt to changing work priorities.
- Manage projects as a self-starter.
- Handle confidential matters appropriately.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, managing multiple departments, and supervising the use of funds. The role requires the utilization of significant resources from other work units and provides a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field is required

Education

Master's degree in a job-related area

Certificates and Licenses

A Level 1 Secondary Principal Credential/Valid North Dakota Administrator's Certificate
A Valid North Dakota Teaching License

Continuing Education/Training

Maintain certificates and/or licenses
Participate in ongoing training and professional development as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
Middle School Principal

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.