

**RSU #63 MIDDLE SCHOOL PRINCIPAL
JOB DESCRIPTION**

REPORT TO

Superintendent of Schools

SUPERVISES

Middle School Staff 5-8

QUALIFICATIONS:

1. Education/Certification
 - a. Maine Department of Education certification as Building Administrator (040) or equivalent/State of Maine Administrator Certificate
 - b. Minimum of Masters Degree
 - c. Middle school classroom experience
2. Special Knowledge/Skills
 - a. Successful experience working in an education leadership role
 - b. Working knowledge of curriculum, professional development, and assessment
 - c. Skill in communicating and collaborating with staff and parents
 - d. Skill in supervising and evaluating staff
 - e. Knowledge of middle level curriculum

JOB GOAL

To use leadership, supervisory, and administrative skills to develop, achieve, and maintain the best possible educational program for the students of RSU #63 that supports the mission and vision of the RSU #63 School Department.

PERFORMANCE AREAS

1. Administration/Organizational Management
 - a. Plan, organize, and direct (or oversee/approve) implementation of all school activities.
 - b. Oversee the school's administration and instruction; make recommendation when central office or school board authorization is needed.
 - c. Work with other members of the leadership team (central office and other administrative staff) on matters and issues or more than individual school import, such as curriculum, special services, transportation, and the like.
 - d. Schedule the school day and classes within established guidelines to best meet students' instructional needs.
 - e. Maintain high standards of student conduct, and enforce discipline as necessary, affording appropriate due process to students and parents.
 - f. Establish positive guides for proper student conduct and the maintaining of fair, consistent discipline.
 - g. Supervise the maintenance of accurate records on student progress and attendance.
 - h. Conduct staff meetings as necessary for the proper functioning of the schools.
 - i. Plan and supervise fire drills and emergency preparedness programs in accordance with legal requirement sand established school system procedures.
 - j. Participate in Administration Council meetings, and in such other meetings as may be required or appropriate.
 - k. Serve as an ex-officio member of all committees and councils within the schools.
 - l. Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the principal and those personnel designated as Assistants to the Principal.
2. Budgeting/School Finance/Plant Maintenance/Business Services
 - a. Prepare and submit the schools' budgetary requests, and monitor expenditures of allotted funds.
 - b. Supervise the maintenance of all required building records and reports.

- c. Oversee appropriate accounting and control of school funds and student activities accounts.
 - d. Assume responsibility for the safety and administration of the school plant.
 - e. Oversee the daily use of the school facilities for both academic and non-academic purposes, including those conducted by school staff, students, and the community.
 - f. Provide for academic inventory of school/school system property, and for the securing of and accounting for that property.
 - g. Work with maintenance, custodial, and other staff to address facility needs.
 - h. Keep the Superintendent informed of the schools' activities and problems.
 - i. Respond to written, oral, and electronic responses for information from appropriate sources.
 - j. Develop and implement a plan for communicating with parents on a regular basis.
3. Community Relations
- a. Act as liaison between the schools and the community, interpreting activities and policies of the schools and encouraging community participation in school life.
 - b. Assume responsibility for all official school correspondence and information.
4. Curriculum/Instruction
- a. Assume the responsibility assigned by school board/administrative policy in the development, revision, and evaluation of the school curriculum, and of the schools' instructional and assessment practices.
 - b. In coordination with appropriate members of the leadership team, supervise the guidance program and other instructional and student support services to enhance individual education and development.
5. Educational Leadership
- a. Establish and maintain a school climate that enhances teaching and learning.
 - b. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
 - c. Assert leadership in times of crisis or civil disobedience in school in accordance with established policy and procedures.
 - d. Assume responsibility for the interpretation and implementation by the schools' staff of all school policies and administrative procedures/regulations.
 - e. Serve as a member of such committees and attend such meetings as the Superintendent may request.
 - f. Assume an active role as a member of the District Administration Council providing input to district-wide decision making.
6. Educational Renewal
- a. Assist in the organizing of District renewal efforts and strategic planning.
 - b. Work with the Elementary School principal to design meaningful ways to monitor the implementation of improvement programs and strategies.
 - c. Keep abreast of educational changes and development by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
7. Involvement in School and Community
- a. Maintain active relationships with students and parents.
 - b. Participate and maintain a visible presence at special events that recognize student achievement, as well as in typical school sponsored activities, functions, and extra-curricular events.
 - c. Establish and maintain relationship with local community groups and individuals:
 - i. To foster understanding and solicit support for overall school objectives and programs.
 - ii. To interpret school building policies and procedures.
8. Personnel Management
- a. Coordinate personnel needs with appropriate other members of the leadership team.

- b. Participate in the recruiting, screening, nomination, training, assigning, and evaluation of school building personnel.
 - c. Discuss/mediate and resolve individual student problems with school staff.
9. Professional Development
- a. Orient newly assigned school staff members and assist in their development, as appropriate.
 - b. Participate in the in-service orientation and training of school staff.
 - c. Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state, and national meetings, through enrollment in advance coursework, and the like.
10. Supervision/Evaluation
- a. Assume responsibility for supervision of administrative, certified, and support staff attached to the schools.
 - b. Supervise the schools' instructional and assessment practices.
 - c. Assume responsibility for evaluating and counseling of all staff members regarding individual and group performance.
 - d. Recommend, according to established procedures, the dismissal or non-renewal of a staff member whose performance is unsatisfactory.
 - e. Assume responsibility for supervision and evaluation of the schools' extracurricular programs.
11. Other
- a. Provide for regular and special conferences between parents and teachers.
 - b. Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the schools' administration.
 - c. Perform such other tasks as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT

As defined by the applicable Administrators' Agreement.

EVALUATION

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The RSU #63 School Department expects all employees will perform assigned duties diligently, professionally, efficiently, and in compliance with all district policies and procedures as well as all federal and state laws. The Superintendent will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal function or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

REVIEWED AND AGREED TO BY:

_____ **Printed Name of Principal**

_____ **Date**

_____ **Signature of Principal**