



# Middle School Principal

**Reports to:** Area Superintendent

**Division:** School-Based

**Structure/Grade:** PRM

**Workdays:** 246 Days

## Position Summary

Lead the development and implementation of the school's vision, manage daily operations, and ensure a safe learning environment while serving as the chief executive and instructional authority. Oversee educational functions, staff evaluations, student discipline, professional development, and community relations. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

## Essential Job Duties

- Shape a vision of academic success for all students, ensuring a safe and nurturing learning environment.
- Manage daily operations to maintain safety and order within the school premises.
- Develop and enforce policies and procedures that enhance school culture and boost academic performance.
- Establish effective communication channels with students, parents, educators, and community stakeholders.
- Monitor the school's financial resources and budgets to guarantee fiscal accountability and efficient fund utilization.
- Provide strategic input on the broader educational plan by setting objectives for the school's function within it.
- Ensure safety protocols are in place to protect all students and staff members on campus.
- Analyze data to inform decisions and improve practices.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Provide input into overall financial plans, maintaining fiscal accountability.
- Provide guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals.
- Perform additional duties as assigned.

## Qualifications

- Master's degree in Education, Education Administration, or closely related area from a Professional Standards Commission approved accredited college or university required.
- Minimum three (3) years of administrative leadership experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

## Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures
- Knowledge of educational leadership practices and protocols
- Knowledge of all relevant federal, state, and local laws
- Ability to make critical strategic decisions that have a significant impact on the organization



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- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations
- Good analytical and problem-solving skills.
- Ability to make quality decisions that impact the team and direction of project work
- Ability to create and maintain a safe, orderly, and conducive environment for teaching and learning

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

### Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

**Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_