



# Middle School Principal - Harrisburg S D

## J o b D e s c r i p t i o n

### JOB INFORMATION

**Title:** Middle School Principal - Harrisburg S D

<b>FLSA:</b>	<b>X Exempt</b>	Non-Exempt
<b>Employee Group:</b>	Administrative	
<b>Shift:</b>	Day	
<b>LastEditedOn:</b>	03/02/2023	
<b>LastApprovedOn:</b>		

<b>Locations:</b>	<b>X Building</b>	Central Office
-------------------	-------------------	----------------

### ORGANIZATION

<b>County:</b>	Dauphin
<b>Entity:</b>	Harrisburg S D
<b>Department:</b>	Administration
<b>Reports To:</b>	Superintendent

### JOB SUMMARY

To use leadership skills for the overall planning, directing, supervising, and implementation of the educational program within the building and maintain an effective learning climate in the school.

#### Essential Functions

<i>Essential Functions</i>	<i>% TIME</i>
Facilitates the design, supervisions and implementation of programs to meet specific needs of the school; makes recommendations concerning administration and instruction; and organizes and directs implementation of all school activities related to student achievement.	10%
Supervises all professional, paraprofessional and, administrative personnel, exclusive of directing health services controlled by the Nurse Practice Act. Delegates authority to responsible personnel in his/her absence. Directs the interviewing, training, assigning, and evaluating of the school's professional staff to include, orientation of newly assigned staff members, evaluation and counseling of all staff members regarding their individual and group performance and, making recommendations, according to established procedures, for the removal of a teacher whose work is unsatisfactory.	10%
Leads, monitors and supports the attendance, conduct, and maintenance of health of students, establishes guidelines to oversee student conduct that fosters consistency in application and enforcement of student discipline policies and procedures, in enforcing positive behavior systems, and offers resources such as professional development, prevention programs, and character training to support these guidelines. Supervises proper implementation of searches, investigations and student drug testing programs. Ensures disciplinary actions comply with students' due process rights.	10%
Systematically and collaboratively develops a positive culture to promote continuous student growth. Guides the educational program of the school to meet the needs of all students and ensures that they align with established academic standards for student achievement. Coordinates the linkage of curriculum, instruction, assessment, data on student learning, research based teacher effectiveness and best practices.	10%
Schedules classes within established guidelines; develops the master teaching schedule and any special assignments; and budgets school time to provide for the efficient conduct of school instruction and business to meet student and school-wide needs.	5%
Abides by, monitors and enforces building-wide compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.	5%
Supervises the building Guidance Program to enhance individual student education and development.	5%

Directs the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions, meetings of the staff to coordinate the proper functioning of the school and cooperates with college and university officials regarding teacher training and preparation.	5%
Assists in the development, revision and evaluation of the curriculum and provides building-level leadership in the development of the instructional program of the building.	5%
Prepares and submits the school's budgetary requests and monitors ordering and expenditures of funds. Maintains and controls local funds generated by school activities. Monitors compliance with legal and District policy requirements regarding funds raised, expended or held by the school or any class, organization, club society or group of the school.	5%
Prepares, supervises and maintains all reports, records, lists, and all other data required or appropriate to the school's administration.	5%
Makes arrangements for special conferences between parents and teachers and, maintains active relationships with students, parents, professional and nonprofessional personnel.	5%
Supervises the daily use of the school facilities for both academic and nonacademic purposes and provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property. Monitors and supports the safety and administration of the school plant to include planning and supervising fire drills and an emergency preparedness program.	5%
Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.	5%
Timely and effectively communicates to appropriate District office or personnel regarding serious incidents or significant matters that may require attention or input from others in the District.	5%
Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information. Guides the preparation for and nurses integrity in the administration of federal, statewide and local student assessments Coordinates student activities that support the instructional program and meet community needs. Attends special events held to recognize student achievement and other school-sponsored activities, and functions.	5%

*Performs other duties as assigned.*

*Performs in accordance with school policy, administrative regulations, state and federal laws.*

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education				
Education Level	Education Details	Req	Pref	
Masters Degree		X		

Work Experience				
Experience	Experience Details	Req	Pref	
5-7 years	successful teaching experience.	X		And
	Supervisory experience		X	

Licenses and Certifications				
Enter Licenses/Certifications	Lic/Certification Details	Req	Pref	
	Certification as Principal	X		

Driver's License				
X	Valid Driver's License Required			

## TRAVEL REQUIREMENTS

<i>Est. Amount</i>	<i>Brief Description</i>
10%	

## Sensory Abilities

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.

## Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

## Cognitive Ability

- Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- Ability to work some evenings and weekends, sometimes with little or no notice.
- Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- Ability to identify and isolate issues and develop rational solutions to problems.
- Ability to administer policy in a manner consistent with good judgment and sound rationale.
- Ability to recognize changes occurring in society and their relationships to education.
- Ability to generate genuine enthusiasm for positive and meaningful change.
- Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- Ability to maintain a high level of physical stamina, stability, and creativeness.
- Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- Ability to supervise others using acceptable human relations skills.
- Ability to communicate in both oral and written form.
- Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

## Specific Skills

- Must possess leadership skills.
- Must possess supervisory skills.
- Ability to operate various office equipment.
- Must possess active listening skills and conflict mediation skills

## Specific Skills

- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

- Ability to provide direction to others.
- Ability to create and delegate assignments.
- Shows initiative and the ability to complete assigned tasks without supervision.
- Ability to communicate, comprehend and perform complex computations.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to appropriately handle confidential information in accordance with district policies.
- Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Dresses appropriately for job environment.
- Maintains an excellent driving record.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Standard ADA Settings

<i>Standard ADA Selection</i>	<p><b>X Office</b></p> <p>Classroom</p> <p>Other(to include Physically Demanding Positions)</p>
<p><i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i></p>	

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)	X				

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

### *Working Condition*

- Typical Office Environment
- Subject to inside environmental conditions
- Subject to outside environmental conditions
  
- Typical athletic training office/facility/environment
- May be exposed to hazardous materials, body fluids, or disease
- Typical classroom environment