

**LONDON CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **MIDDLE SCHOOL PRINCIPAL** **File 106**

**Reports to:** Superintendent

**Job Objectives:** Administers assigned middle school personnel, programs, and services. Executes the policies and administrative directives of the board of education according to Ohio Administrative Rules and Ohio Revised Code. Promotes an effective learning environment. Provides guidance to help staff carry out adopted educational programs and services. Evaluates the ability of the instructional program to meet the learning needs of all students. Provides leadership in the development of innovative organizational, administrative, and program recommendations to improve the school district.

**FLSA Status:** Exempt

**Minimum Qualifications:**

- Valid State of Ohio Principal's license/certificate.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Successful completion of a criminal background investigation.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:** The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Organizes and administers the effective delivery of academic, guidance, and related programs services to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Provides leadership to advance and carry out the district's continuous improvement plan.
- Oversees proficiency testing programs. Helps staff with the periodic appraisal of performance objectives to monitor progress. Recommends instructional revisions, interventions, and/or other modifications to enhance student learning.
- Participates as an active member of the district's management team. Regularly advises the superintendent about emerging issues. Analyzes and recommends organizational and administrative improvements. Serves on assigned committees. Attends board meetings as directed.
- Assumes responsibility for the actions of the designated person left in charge when absent from the building.
- Oversees the preparation and maintenance of filing and record keeping systems that ensure the safe retention of district documents and data for the maximum period specified by board policy and state law.
- Oversees the preparation of reports, records, and inventories required by law, district policy, and/or administrative directive. Protects the confidentiality of privileged information. Ensures that all reports are submitted on time.
- Enforces the Ohio Revised Code as it effects all aspects of school operations. Administers policies regarding age, immunization, compulsory attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees student withdrawal procedures. Responds to lawful requests for records.

- Maintains a school calendar and observes established school hours except during emergencies or as authorized by the superintendent or board.
- Prepares budget recommendations. Requisitions equipment, supplies, and other items necessary for the efficient operation of the school building.
- Supervises fiscal control of budgetary and student activity accounts. Ensures that collection and dispersal procedures are properly documented (e.g., fund raising, material fees, building funds, etc.).
- Assists with the preparation of grant applications as directed.
- Assists with the recruitment and interviewing of new building staff. Recommends staff assignments to the superintendent.
- Oversees new building staff orientation. Provides ongoing guidance as needed.
- Maintains a consistent schedule of staff meetings. Identifies concerns, shares successful practices, encourages teamwork, and provides timely information about district plans and activities.
- Maintains program continuity. Provides for classroom coverage during teacher absences. Monitors the performance of substitute teachers.
- Oversees the development of the master schedule. Ensures the equitable distribution of work loads and extra assignments.
- Keeps current with effective instructional strategies and emerging trends.
- Maintains and periodically evaluates a relevant staff development program (e.g., classroom visits, review of lesson plans, individual conferences, staff and departmental meetings, etc.).
- Provides leadership in the planning of in-service programs for building staff.
- Makes continuing education program information available to staff.
- Communicates policies and school rules to staff and students. Recommends revisions and oversees the distribution of student/parent and teacher handbooks.
- Communicates high expectations for students. Maintains high standards for student conduct. Protects the due process rights of students. Helps teachers with discipline concerns. Prepares student conduct and discipline recommendations for the superintendent's consideration.
- Works cooperatively with staff in other schools to maintain program continuity and facilitate the transition process for students entering or leaving the building.
- Provides for staff supervision to maintain orderly building activities (e.g., student arrival/departure, loading buses, parking lots, lunch periods, hall duty, etc.).
- Administers and evaluates the use of computer technology in the instructional process. Oversees procedural safeguards governing student access to E-mail and the Internet.
- Oversees the supervision, scheduling, and evaluation of co-curricular and extracurricular non-athletic student activities. Encourages student participation. Ensures that responsible adult supervision is available for all student activities.
- Works with the athletic director to improve the middle school athletic program.
- Works with special education staff to ensure the provision of services mandated by state and Federal law. Participates in IEP meetings.
- Enforces board policy governing the provision of basic first aid and the dispensing of medications.
- Oversees early dismissal, student detentions, and related follow-up activities.
- Reports evidence of suspected child abuse as required by law.
- Maintains effective working relationships with community organizations (e.g., court systems, law enforcement, child welfare services, health facilities, etc.).

- Oversees the enforcement of procedures that protect school property. Helps ensure the health, safety, and well-being of students, staff, and visitors.
- Evaluates, updates, and monitors emergency preparedness plans (e.g., fire drills, tornado drills, safety procedures, etc.). Initiates appropriate action during emergencies. Promptly reports unusual situations to the superintendent's office.
- Is reasonably available to respond to building emergencies as requested by the superintendent or his or her designee.
- Monitors the condition of the building, grounds, and equipment. Consults with the superintendent regarding major building repairs and equipment needs.
- Oversees custodial activities in the building.
- Assists with inventory control functions as directed.
- Maintains visibility and participates in school activities.
- Pursues opportunities that promote close working relationships between parents, teachers, and students. Maintains an information program to advise parents and the community about school plans and practices.
- Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically. Respects the personal confidences and privacy needs of individuals.
- Participates in and/or supports appropriate research and pilot projects. Encourages staff to develop, publish, and distribute innovative instructional/program materials.
- Seeks and uses community resources that enhance educational activities (e.g., parent volunteers, service groups, organizations, businesses, etc.).
- Encourages parent organizations and supports student activities as time permits.
- Participates in national, state, and regional activities that advance education (e.g., professional associations, advisory committees, etc.).
- Pursues personal goals to improve future performance. Participates in a variety of activities to keep current with advances in education and organizational administration.
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Helps instill in students the belief in and practice of ethical principles and democratic values.
- Performs other specific job-related duties as directed.

**Characteristics and Abilities:**

The following items denote the essential aptitudes and physical skills required to successfully accomplish assigned responsibilities.

- Demonstrates professionalism and exemplary personal conduct.
- Demonstrates leadership skills and advances the change process.
- Displays enthusiasm and articulates a vision for the building.
- Manages individual, group, and organizational interactions.
- Delivers and maintains a positive work environment.
- Demonstrates administrative competence and teaching proficiency.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Uses interpersonal skills to promote a favorable image of the school district.
- Communicates an understanding of school policies, programs, and goals to employees and the public.
- Collects, analyzes, and interprets information. Formulates accurate conclusions. Carries out appropriate actions effectively.

- Organizes and manages time effectively. Reacts productively to interruptions and changing conditions.
- Develops, monitors, and revises budgets. Analyzes cost information. Prepares and maintains financial records.
- Intervenes to avert problem situations and resolve conflicts.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Under the direction of the superintendent: administers the supervision and evaluation of assigned staff as authorized by board policy, administrative regulations, and contractual agreements.

**Working  
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student exuberance and commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may involve operating and/or riding in a vehicle.
- Duties may involve extended time using a computer terminal and keyboard.
- Duties may involve considerable telephone contact and paperwork.
- Duties may involve working under time constraints to meet deadlines.
- Duties may involve working during the evening and/or weekend.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the London City School District Board of Education.

The London City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and Federal mandates. The board requires that employees remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout their employment in the district. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to negotiated agreements, funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.