



PRINCIPAL – Middle School

February 2022

DEPARTMENT/SITE:	Magnolia Middle School
QUALIFICATIONS:	Mississippi Educational Administration License – 486 Master’s Degree Three successful years of classroom experience Three successful years in an administrative capacity under the supervision of a licensed administrator (i.e. department chair, assistant principal, program coordinator, etc.).
REPORTS TO:	Superintendent or designee
SUPERVISES:	Assistant Principal, faculty, staff, custodians, students
JOB GOAL:	To be an instructional leader, a teacher of teachers, a role model for students, parents, and staff, a contributor with positive force in the school’s attainment of high standards of excellence in academics, citizenship, and athletics.

PERFORMANCE RESPONSIBILITIES:

1. Have extensive knowledge of Mississippi Accountability Model and how to apply it to the assigned school.
2. Provide instruction in planning the scope and sequence of the curriculum in grades 6-8
3. Participate in the evaluation, development, improvement, and implementation of all middle school curricular efforts.
4. Actively engage in updating courses of study and curriculum offerings and in disseminating information on new educational methods and materials.
5. Assume the role of instructional leader in the curriculum areas.
6. Assist in recruiting, interviewing, and recommending all certified and non-certified personnel.
7. Cooperate with all support personnel in the implementation of all specialized services.
8. Assist in planning and implementing orientation and staff development programs for all staff members.
9. Coordinate the preparation of the school budget.
10. Establish budgetary priorities and allocate funds into various instructional areas.
11. Evaluate all certified and non-certified personnel.
12. Maintain records of accreditation reports, personnel reports, and all other required reports.
13. Counsel with teachers, parents, and students on matters relating to school activities.
14. Maintain an effective public relations program.
15. Cooperate with staff in implementation of federal programs.
16. Ensure preparation of daily schedules, including assigning children for instructional purposes.
17. Assure proper maintenance of buildings and grounds with emphasis on appearance, cleanliness, and safety.

18. Ensure collection receipting, and depositing of all monies.
19. Maintain an inventory of furniture and equipment.
20. Develop cooperatively with staff and implement a school-wide discipline plan.
21. Monitor State mandated assessments and achievement skills.
22. Work closely with parent/teacher organization.
23. Develop and implement activities that will increase parental and community involvement.
24. All other duties as assigned.

TERMS OF EMPLOYMENT:

235 days

Salary for this position shall be commensurate with the years of experience as determined by polices and procedure of the Moss Point School District and in accordance with the pay scale.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board Trustees' policy on evaluation of District personnel.

