



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION Middle School Principal

Qualifications:

- Valid Indiana State Certification in Educational Administration
- Minimum of five (5) years of successful experience in school administration
- Demonstrated leadership in instructional improvement, staff development, and student achievement
- Strong interpersonal, communication, and organizational skills
- Other qualifications as determined by the Superintendent

Reports to Superintendent of Schools

Primary Responsibilities:

The Middle School Principal serves as the instructional leader and operational manager of the school, fostering a safe, inclusive, and high-performing learning environment.

Key responsibilities include:

Instructional Leadership

- Guide the development, implementation, and evaluation of curriculum, instructional practices, interventions, and assessments aligned to state standards and district goals.
- Promote the effective use of educational technology and personalized learning.
- Monitor and support multi-tiered systems of support for academic and behavioral interventions.

Staff Supervision & Development

- Recommend hiring, assign duties, and supervise all building personnel.
- Conduct timely, constructive evaluations of staff performance according to district policy and administrative guidelines.
- Cultivate a professional culture that values continuous improvement, collaboration, and data-informed decision-making.
- Provide and support meaningful, student-focused professional learning aligned with district initiatives/goals.

School Climate & Student Support

- Assume responsibility for the supervision of students assigned to the building in accordance with board policy, state, and federal law.
- Foster a school culture of high expectations, mutual respect, and positive behavior.
- Promote student voice, leadership opportunities, and social-emotional learning.
- Ensure adherence to all student discipline policies as set forth by board policy with a restorative approach and a focus on student growth.

Operational & Fiscal Management

- Develop and manage school budgets aligned with instructional priorities.
- Oversee building operations, safety, and the effective use of facilities and materials.
- Lead the development of the school's master schedule, ensuring alignment with student needs and instructional effectiveness.

Community Engagement & Communication

- Maintain open, transparent, and proactive communication with staff, students, families, and the broader community.
- Effectively communicate community expectations, policies and other pertinent information to staff, students and families.
- Represent the school in district-level planning, committees, and community partnerships.
- Strengthen family and community engagement through events and collaborative problem-solving.

Other Duties

- Perform additional responsibilities as assigned by the Superintendent or designee.