



## Middle School Principal

**General Responsibilities:** Provides instructional leadership for the school in the development, implementation, and evaluation of comprehensive secondary educational programs. Administers the programs in accordance with division goals, school board policies, and state and federal guidelines.

**REPORTS TO:** Executive Director of Secondary Instruction

### **Curriculum and Instruction**

- Provides vision and leadership for instructional program, including implementation, monitoring, and evaluation
- Ensures implementation of division-wide curricula
- Leads, monitors, and evaluates the school improvement process
- Promotes the use of technology integration in instructional practices
- Understands diverse populations of students and leads staff to meet the needs of all
- Guides interpretation of student performance data and implementation of interventions to improve student achievement

### **Supervision & Professional Development**

- Selects and evaluates all school staff
- Provides feedback to teachers, specialists, and other school staff
- Promotes collaboration and effective professional learning communities
- Provides professional development on evidence-based instructional strategies, including differentiated instruction

### **Stakeholder Communication and Involvement**

- Engages all stakeholders in the teaching and learning process
- Communicates clearly and frequently with all school stakeholders

### **School Climate**

- Maintains a safe, positive, and inclusive learning environment
- Ensures implementation of positive behavior interventions and support
- Ensures implementation of social emotional learning curriculum
- Promotes a safe, respectful, and professional work environment for staff

### **Budget and Resource Management**

- Develops, administers and monitors the school budget according to division finance procedures and guidelines
- Ensures implementation of division-wide resources
- Coordinates with central office departments to ensure efficient use of resources

### **Facility Management**

- Ensures maintenance, cleanliness, and safety of school building and campus
- Oversees facility usage requests

### **Other duties as assigned**

## **QUALIFICATIONS**

- Master's Degree in Educational Leadership or related field
- Must hold or be eligible for a Virginia Postgraduate Professional License with the Administration and Supervision endorsement

## **EXPERIENCE**

- Three years of administrative experience required
- Five years of successful teaching experience; secondary preferred

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