

JOB DESCRIPTION

MIDDLE SCHOOL PRINCIPAL

CLASSIFICATION: Traverse City Administrators' Association

General Summary:

The Middle School Principal provides instructional leadership to staff including: curriculum planning, review and implementation, and professional development to improve student progress. He/she is responsible for the safety and welfare of students and staff and building administration. The Middle School Principal reports to the Associate Superintendent.

Essential Duties and Responsibilities:

1. Interacts with students to encourage each individual to perform at his/her highest level.
2. Provides a safe and healthy environment for students and staff.
3. Manages all building staff personnel.
4. Supervises and evaluates 6th – 8th grade principals.
5. Responsible for the hiring of personnel for the building.
6. Assigns students to classes and teachers to classrooms.
7. Provides support to teachers and resolves staff problems.
8. Provides general supervision to students. Assures adequate supervision at building extra curricular activities.
9. Evaluates performance of program and staff. Provides in-service training to staff as needed.
10. Prepares and maintains the school budget.
11. Develops annual building calendar.
12. Maintains relations with parents, parent groups, school volunteers and outside agencies.
13. Implements policy and procedure changes from the Board, or the State and Federal level.
14. Reports appropriately to staff and to community on Public Act 25.
15. Builds positive learning environment.
16. Attends district meetings as assigned.
17. Serves on district and building level committees.
18. Other duties as required.

REQUIRED QUALIFICATIONS:

- Current standards for Michigan secondary administrator certification.
- Current Michigan secondary teaching certification.
- Master's degree minimum.
- Minimum of three (3) years successful secondary teaching/administrative experience.
- Strong background in curriculum.
- Demonstrated educational leadership.
- Ability to communicate effectively and work effectively with administrative colleagues, staff, students, and parents (listening, speaking and writing skills).

DESIRABLE QUALIFICATIONS:

- Experience with the development and implementation of interdisciplinary curriculum and team teaching.
- Ability to coordinate block and/or other scheduling.
- Working knowledge of Effective School Research/School Improvement.
- Knowledge and application of multiple intelligences and human development theories.
- Experience with personnel supervision that focuses on growth of personnel and students.
- Additional graduate classes/degree beyond a Master's degree.
- Working knowledge of the use of technology in the classroom and student and professional management systems.
- Working knowledge of assessment.