

JOB DESCRIPTION - MIDDLE SCHOOL PRINCIPAL

- Qualifications: Shall possess Wisconsin Department of Public instruction certification required for a middle school principal.
- Reports to: District Administrator
- Job Goal: The Middle School Principal shall be the instructional leader of the middle school (Grades 6-8) responsible for administration of instructional programs, supervision and evaluation of instructional staff and the daily operation and management of the middle school area.
- Work Schedule: Normal work hours will be 8:00AM-4:00PM. Additional supervisory time is expected for extracurricular and board-related functions occurring outside normal school hours.

Responsibilities:

Operation and Management

1. Direct and assist middle school teachers in implementing School Board policy.
2. Inform middle school staff of all school regulations from the District Administrator and School Board.
3. Developing the master schedule and assign duties to all middle school instructional staff.
4. Supervise the conduct of all middle school personnel while on duty.
5. Supervise in the daily operation of the middle school.
6. Establish procedures for and control student behavior.
7. Implement the Middle School discipline plan.
8. Classify and promote or retain middle school students as outlined in board policies.
9. Attempt to resolve complaints from parents and citizens.
10. Mediate parent-teacher-student disputes.
11. Supervise the revision and publication of middle school curriculum handbook and student registration packet.
12. Compile the middle school faculty handbook.

13. Provide for supervision of middle school facilities.
14. Work with teachers and administrators in developing good public relations with the entire community.
15. Safeguard the health and general well-being of the staff and student body.
16. Establish rules for the management of the middle school providing rules do not conflict with the policies of the School Board, Directives of the District Administrator, or state and federal statutes.
17. Attend regular and special school board meetings, administrative staff meetings, and professional seminars and workshops with prior approval of the District Administrator.
18. Hold regular middle school faculty meetings pertaining to the instructional program, student welfare and other matters important to the school.
19. Inform District Administrator of complaints brought against the middle school building environment.
20. Conduct monthly fire and annual tornado drills.
21. Maintain student records.
22. Approve field trips.
23. Provide required and requested reports including a weekly middle school faculty bulletin.
24. Register middle school students as required.
25. Perform other duties as required by the District Administrator and the School Board.

Administration of Instructional Programs

1. Organize, administer, evaluate and coordinate middle school instructional program.
2. Serve as consultant on curriculum improvement committees.
3. Insure that middle school curriculum guides are being followed by faculty.
4. Assist in planning and organizing the staff development program.
5. Continuously assess middle school educational needs.
6. Oversee the selection of instructional materials and aids for the middle school.
7. Insure that all middle school materials are properly maintained and inventoried.

Supervision and Evaluation of Professional Staff

1. Assist in the selection of middle school instructional staff and provide orientation.

2. Inform District Administrator of any middle school staff concerns.
3. Assign student teachers to appropriate faculty.
4. Administer master contract provisions and personnel policies.
5. Make recommendations for and assist in the discipline, remediation and dismissal of middle school staff.
6. Evaluate middle school staff.
7. Process requests for personal, emergency, professional and sick days and secure substitute teachers as needed for middle school staff.
8. Provide general supervision of middle school non-athletic extracurricular activities.
9. Evaluate middle school secretary and teacher aides.

District Technology Director.

1. Computer Hardware and Networks, Media and Communication Equipment.
 - a. Set standards for evaluating and selecting technology equipment.
 - b. Supervise the installation, configuration, and effective operation of technology equipment, software, and networks.
 - c. Approve purchase orders for technology equipment and related support materials.
 - d. Maintain a current inventory record of technology equipment and related support materials.
 - e. Supervise and schedule maintenance, repair, upgrading, and replacement of district technology equipment.
2. Computer and Media Personnel
 - a. Provide leadership to all personnel with assigned technology responsibilities.
 - b. Assist with hiring, supervising, evaluating, and assigning technology responsibilities to district personnel.
 - c. Provide technical training for district personnel to maximize their ability to serve the needs of technology users.
3. Other District Technology Personnel Responsibilities
 - a. Cooperate with the Staff Development Coordinator and Curriculum Director to provide systemic and on-going technology training to staff based on standards and benchmarks as well as staff competencies.
 - b. Identify technology staff development needs and enlist assistance from the staff

- development coordinator to meet those needs.
- c. Serve as a resource person in the selection of instructional software.
- d. Organize and lead the District Technology Committee in managing the District Technology plan.
- e. Coordinate timely, effective, and efficient responses to the needs of District technology users.
- f. Serve as a resource for other district personnel to meet their technology related needs.

Other Technology Related Responsibilities

- a. Develop and manage the District's technology budget.
- b. Communicate with staff and community regarding matters pertaining to the District Technology Plan and available technology services.
- c. Facilitate the development and revisions of the District Technology Plan.
- d. Solicit funds for technology through grant writing, developing school/business partnerships, and seeking other donors.
- e. Keep informed of current research, innovations, and trends in educational technology
- f. Assist with technology related policy and procedure development.
- g. Perform other responsibilities as assigned by the District Administrator and School Board.

Approved: December 12, 1991

Revised: November 3, 1997
February 16, 1998