CITY OF AUGUSTA
Department of Public Schools

JOB DESCRIPTION

TITLE: MIDDLE SCHOOL PRINCIPAL

REPORTS TO: SUPERINTENDENT OF SCHOOLS

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the educational development of each student in adherence with Board goals.

QUALIFICATIONS: 1. Certification as a Principal for the appropriate grade levels.
2. Master’s degree, preferably with a concentration in educational administration.
3. Five years of successful teaching experience appropriate to the position.
4. Evidence of leadership ability.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

I. INTERPRETS AND IMPLEMENTS POLICY
   1. Interprets and enforces district policies and administrative regulations.
   2. Conducts staff meetings as necessary to keep members informed of such things as policy changes and new programs.

II. SUPERVISION AND EVALUATION OF STAFF
   1. Assists in the selection and supervision of all school building personnel.
   2. Supervises the school’s teaching process.
   3. Supervises the guidance program to enhance individual student education and development.
   4. Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.
   5. Evaluates and counsels all staff members regarding their individual and group performance.
   6. Oriens newly assigned staff members and assists in in-service training of teachers in their development, as appropriate.
   7. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
   8. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
   9. Supervises and assists in the evaluation of the school’s extracurricular program.

III. PROFESSIONAL DEVELOPMENT
   1. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations;
attendance at regional, state, and national meetings; and enrollment in advanced courses.
2. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

IV. COMMUNITY RELATIONS
1. Maintains active relationships with students and parents.
2. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
3. Makes arrangements for special conferences between parents and teachers.
4. Assumes responsibility for all official school correspondence and news releases.
5. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.

V. CURRICULUM AND INSTRUCTION
1. Initiates, designs, and implements programs to meet specific needs of the school.
2. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
3. Assists in the development, revision, and evaluation of the curriculum.
4. Supervises all activities and programs that are outgrowths of the school’s curriculum.

VI. LEADERSHIP/ADMINISTRATIVE
1. School
   A. Establishes and maintains an effective learning climate in the school.
   B. Makes recommendations concerning the school’s administration and instruction.
   C. Supervises the maintenance of all required building records and reports.
   D. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school’s administration.
   E. Budgets school time to provide for the efficient conduct of school instruction and business.
   F. Schedules classes within established guidelines to meet student needs.
   G. Supervises the maintenance of accurate records on the progress and attendance of students.
   H. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
   I. Approves the master teaching schedule and any special assignments.
   J. Assumes responsibility for the safety and administration of the school plant.
   K. Plans and supervises fire drills, lock-downs, and an emergency preparedness program.
   L. Responds to written and oral requests for information.
   M. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
2. Financial
A. Prepares and administers the school budget and supervises school finances.
B. Maintains and controls the various local funds generated by student activities.
C. Provides for adequate inventories of school property and for the security and accountability for that property.

3. Superintendent
   A. Keeps the superintendent informed of the school’s activities, events, activities and problems of an unusual nature.
   B. Works with various members of the central administrative staff on school problems of more than in-school import, such as transportation and special services.
   C. Participates in Administrative Team meetings, principals’ meetings, and such other meetings as are required or appropriate.
   D. Serves as a member of such committees and attends such meetings as directed by the Superintendent.
   E. Performs such other tasks and assumes such other responsibilities as the Superintendent may from time to time assign.

VII. STUDENT MANAGEMENT
    1. Establishes guides for proper student conduct and maintaining student discipline.
    2. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.

TERMS OF EMPLOYMENT:
   Salary and benefits in accordance with those collectively bargained for by the Augusta Administrators Association. Performance for this position will be evaluated by the Superintendent in accordance with provisions of the Board’s policy on Evaluation of Administrative Personnel.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approved by ___________________________    Date ___________________________