



POSITION DESCRIPTION WEST FARGO PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Middle School Principal	Department: Instruction
Immediate Supervisor's Position Title: Assistant Superintendent for Curriculum & Instruction Secondary	FLSA Status: Exempt
Salary Grade: 26	Date of Last Review: December, 28, 2018
Job Summary: Under the direction of the Assistant Superintendent, the Middle School Principal is responsible for providing educational leadership within the Middle School by implementing the educational and district initiatives at the building level and for directing, supervising and overseeing all school operations, personnel and activities within the middle school. The Middle School Principal collaborates and works closely with other administrators, staff, students and the public in addressing and meeting the educational needs and goals of the district, the community, its families and its students.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Serves as the educational leader and administrator within the building. Directs and supervises all assistant principals, licensed personnel and support personnel.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Observes and evaluates an assigned group of instructional staff within the building. Conducts and prepares evaluation reports in accordance with district guidelines and requirements. • Supervises and directs the activities of assistant principals and administrative support personnel. • Oversees the hiring of all teachers and staff at the middle school. • Collaborates and works with other district administrators (Supt., HR Director, Asst. Supt., other district Middle School Principals, and High School Principals) to coordinate building level programs and activities with district goals, objectives, policies and procedures. • Supervises, evaluates, counsels, mentors and develops and disciplines licensed personnel. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Oversees, manages and participates in the oversight of the student body.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Oversees and personally handles student management and supervision of the student body and oversight of the building rules, policies and procedures governing student behavior and safety.
- Supervises, disciplines, monitors student academic performance and student achievement.
- Coordinates student management responsibilities with assistant principals performing similar responsibilities.
- Deals with a wide variety of student behavioral including truancy, child neglect, suspensions, expulsion, behavior, bus conduct or other behavioral issues and documents disciplinary actions.
- Manages and oversees all co-curricular activities within the building through the assistant principal assigned to middle school activities.
- Attends and participates in IEP meetings and 504 plan meetings.
- Makes decisions concerning suspensions and expulsions of students.

Duty/Responsibility No:	3	Statement of duty/responsibility: Performs a variety of public relation functions within the district.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Serves as the primary spokesperson concerning building level issues.
- Serves as a liaison between the building and district administrators and officials.
- Mediates disputes and resolves conflicts between students, teachers, staff, parents and the public.
- Prepares newsletters, memos, emails, handbooks and handles communications with the media/press.
- Attends and organizes orientations, parent/teacher conferences and other meetings/events.
- Serves as a liaison between staff and district administration interpreting district policies and procedures.

Duty/Responsibility No:	4	Statement of duty/responsibility: Prepares and administers the budget for the middle school.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Establishes building timelines for submitting requests and needs.
- Meets with staff to seek and review budgetary requests.
- Summarizes building level requests, justifications and priorities and submits to the Business Manager.
- Oversees the ordering of all approved budgetary items. Resolves and addresses ordering discrepancies and problems.
- Monitors the budget throughout the years and ensures the building budgets are within approved fiscal guidelines.

Duty/Responsibility No:	5	Statement of duty/responsibility: Monitors and oversees the security and safety of students on campus. Develops and implements procedures to safeguard the safety of students and staff.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Collaborates and works with the resource officer, assistant principals, law enforcement personnel, the building crisis team and others in addressing and implementing safety issues, programs and procedures such as fire/tornado drills, building lockdowns, building searches, school/parking lot security, medical emergencies, vandalism, threats and violence within the building.

Duty/Responsibility No:	6	Statement of duty/responsibility: Administers and monitors school programs and curriculum in accordance with various local, state and federal rules, standards and guidelines.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Monitors and implements building programs to ensure compliance with federal and state mandates.
- Oversees goals and progress of student performance and assessment/testing results.
- Completes or coordinates the preparation of various reports e.g. accreditation and approval reports.
- Maintains guidelines related to school improvement.
- Oversees and coordinates testing activities within the building.

Duty/Responsibility No:	7	Statement of duty/responsibility: Collaborates with the Director of Building & Grounds in the maintenance, renovation and upkeep of the middle school.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Makes recommendations concerning building improvements and needs.
- Collaborates with the Director of Building and Grounds concerning staff performance issues or problems within the building.

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Master's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Educational Leadership/Administration
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
x	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Curriculum, instruction and learning principles, concepts, theories, approaches, techniques and trends as well as state, federal and local requirements and standards. • Adolescent and child development, learning styles, and motivation. • District policies, procedures and standards. • Budget and financial operations, including how to build a budget and assess building and staff needs. • Understanding of school laws, rules and regulations, including special education and due process. • Graduation standards. • Basic and advanced human relations methods and techniques. • Management and supervisory fundamentals, principles and approaches. • Family dynamics, cultural diversity, racial relations and community dynamics and related training models.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years administrative experience supervising instructional programming and staff.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Teaching License and Elementary or Secondary Principal Credential	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school and formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff and students. • Handling student management and behavioral issues with dignity, respect and proper interpretation of district policies and procedures. • Information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow and classifying and organizing information for decision making and monitoring of outcomes. • Observing, evaluating, mentoring and supervising instructional personnel. • Problem analysis including analyzing information, framing issues and identifying causes, seeking additional information, framing and reframing possible solutions, demonstrating conceptual flexibility and assisting others in forming opinions. • Organizational oversight, including scheduling work, using resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities as well as project deadlines. • Planning, formulating and implementing building levels programs, activities and services consistent with district directives and policies. • Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately and follows up on work tasks. • Ability to accommodate cognition and achievement differences. • Performing public relations and communication functions, activities and programs. • Excellent large and small group presentation skills.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees (Approx)
1	Assistant Principals	
2	Teachers	
3	Administrative Assistants	
4	Paraprofessionals	
5	Counselors	
TOTAL		Varies depending on building assignment

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Generally, work is performed under normal office/school conditions and there are minimal environmental risks associated with the work. Occasionally, work is performed in outdoor weather conditions. Work may involve some disagreeable human interactions dealing with the public, staff, parents and students.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

