

MIDDLE SCHOOL PRINCIPAL

DEFINITION

Under the general direction of the superintendent, has the primary authority and responsibility for the overall operation and maintenance of the Sutherlin Middle School.

DISTINGUISHING CHARACTERISTICS

Serves as the chief administrator of the middle school for the Sutherlin School District. Principal has the delegated authority and responsibility for the specific details for the unit's operation. Considerable use of independent judgment and decision-making is required in matters not having established rules, regulations or policies.

In supervisory role, may serve as a "quasi-counselor" to staff members on a multitude of performance/personal issues!

EXAMPLES OF DUTIES:

- In cooperation with the Superintendent recruits, interviews and recommends the employment of staff.
- Assigns, directs and supervises building staff. Evaluates and recommends retention, promotion, transfer, and termination of staff.
- In cooperation with the Maintenance Supervisor plans, organizes and implements a program of facilities and grounds maintenance.
- Assists with the creation and development of short and long-term educational goals. Works with Site Council and building staff to develop school improvement plans.
- Develops and maintains a systematic procedure for the expenditure and accounting of school related funds, works in conjunction with the Business Manager to oversee the entire school budget.
- Participates in the development of the district's annual budget.
- Establishes and maintains a program of staff, student and parent communication to assure effective transmittal of appropriate relevant information.
- Serves on committees and fulfills such other assignments as assumed or delegated by the superintendent.
- Ensures compliance with state standards.
- Maintain effective school-wide student discipline program.
- Facilitate staff's development.
- Evaluates curricular instructional program on a yearly basis.
- Oversees development of all schools for use of instructional day and or use of facilities (master schedules, teaching assignments, lunch times, recess, and after-school activities).
- Ensures that all students receive their appropriate educational opportunities, and specifically addresses those meetings which establish appropriate educational opportunities for special education / TAG.
- Performs other duties as may be assigned by the Superintendent.
- Serves as Middle School Athletic Director and coordinates all Middle School extracurricular activities.

MIDDLE SCHOOL PRINCIPAL (CONTINUED)

QUALIFICATIONS:

Must hold or be eligible for Oregon administrative certification.
Must hold and maintain a current First Aid Card.

KNOWLEDGE OF AND ABILITY TO:

- Oregon 21st Century Education Act and Goals.
- Current methods and procedures for school management in Oregon (laws, rules and policies).
- Educational curriculum concepts and instructional techniques.
- Instructional learning theory and styles.
- Evaluation and appraisal techniques.
- Management team concepts – servant leadership.
- Effective communication techniques / practices.
- Technology and electronic education and curricula connections.
- Effective middle school theory and practices.
- Establish and maintain management records and accounts.

EXPERIENCE:

- Three to five years teaching experience at Middle School level preferred.
- Three years in education during which management related skills have been required through assigned or assumed duties.
- 3 – 5 years administrative experience.

EDUCATION:

- Completed educational requirements or in program for administrative certification.
- Preferred Masters degree in education.

Board of Education Adopted 6/18/2001

Revised June 2, 2008 JHL

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