

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/11 Effective Date	<u>PRINCIPAL, MIDDLE SCHOOL</u> Job Title	3.4.2A Index
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1. Primary Function: Directs and administers all school operations and activities of a middle school including instructional programs, support services, student activities, and community relations activities. Provides oversight for maintenance and upkeep of facility and grounds.

2. Responsibilities:
 - 2.01 Provides leadership and supervision of the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendents, State Board of Education, and state and federal regulations, including District curriculum and teaching materials and methods.
 - 2.02 Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Maintains effective student discipline. Provides plans for emergency situations.
 - 2.03 Makes staff assignments; selects, recommends hiring and termination, renewal or nonrenewal of contracts for licensed staff, and recommends salary and employment status for classified staff.
 - 2.04 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school programs, activities, goals, objectives, and school and community needs and desires. Represents the school at a variety of community functions.
 - 2.05 Administers and provides supervision for all student activities including extracurricular activities.
 - 2.06 Prepares and recommends capital and operating budgets for the school, establishes and maintains fiscal records, and controls expenditures within approved budgets.
 - 2.07 Establishes and maintains student personnel and staff evaluation records, and counsels and advises students, staff, and parents on personnel related matters.
 - 2.08 Coordinates evaluation of all building staff and building staff development activities. Assures the professional development of all staff.
 - 2.09 Maintains effective communication with the District through planning and informational meetings.
 - 2.10 Performs other related duties as assigned.
 - 2.11 Constructs the master schedule of subject offerings and supervises student scheduling procedures.

3. Major Planning Requirements:
 - 3.01 Develops a Comprehensive School Improvement Plan (CSIP) to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives.
 - 3.02 Develops a school wide professional development plan aligned to the District's Strategic Plan and the school's CSIP.

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4. Key Relationships:

- 4.01 Director, Middle Schools: Reports to this position.
- 4.02 School administrative staff, licensed staff and classified staff: Supervises these positions.
- 4.03 Director of Instructional Services, Curriculum and Assessment: Calls on director and staff for services in evaluating curriculum and data information services.
- 4.04 Director, Student Services: Call on director and staff for services in the development of programs to meet special student needs.
- 4.05 Director, Human Resources: Calls on director for services and works with director on individual personnel problems.
- 4.06 District Administrators: Keep them informed on progress of educational and student programs.
- 4.07 Parents, Community Groups, and Organizations: Keep them informed on the schools' goals, objectives, programs, and activities. Calls on them for advice and counsel on community needs, and calls on them for volunteer services and special community resources.
- 4.08 District School Board: Meets with them when requested.
- 4.09 Director, Business Services: Calls on director and staff for needed services.

5. Minimum Qualifications:

- 5.01 Master's degree.
- 5.02 Experience: Two years of administration
- 5.03 License: Valid, current Oregon Administrative License

6. Term of Employment: 230 days.

7. Salary Level: Grade 9.

8. Working Conditions:

The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends.

High level of contact with district personnel, students, parents, and outside agencies/community.

9. Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

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Salem-Keizer School District is an equal opportunity employer.

Position: Principal, Middle School

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____