

Policy GFBB: Job Description: Middle School Principal

Status: DRAFT

Original Adopted Date: 04/09/1998 | **Last Reviewed Date:** 04/09/1998

Job Description: Middle School Principal

QUALIFICATIONS:

1. A Master's Degree
2. AA Certification in Administration and Supervision (Elementary or Secondary)
3. Two years teaching experience
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Assistant Superintendent for the Attendance Center

PERSONNEL REPORTING TO THIS POSITION:

Directly:

1. Teachers
2. Librarians
3. Counselors
4. Band Director
5. Coaches
6. Custodians/Maids
7. Students
8. Teacher Assistants/Aides
9. Secretaries

JOB GOAL:

To administer the planning, organizing and implementing of all educational activities and all related and supporting activities of the school.

AREAS OF RESPONSIBILITY:

1. Instructional program
2. Supervision and evaluation
3. Assist in budgeting and purchasing
4. Public relations
5. Student welfare
6. Building and facilities

JOB DUTIES:

1. Assist the teachers and staff in achieving the goals of the district by supervision, classroom visitation, and conferences in accordance with Board policies.
2. Assist in the planning of professional development.
3. Assist pupils, parents, and teachers with academic, emotional, and disciplinary problems.
4. Complete and submit all required reports on or before the date due.
5. Interview and recommend to the Assistant Superintendent staff members, new and continuing, for employment.
6. Assist in the matter of student discipline on the school bus.
7. Supervise buildings and grounds for cleanliness and upkeep.
8. Supervise students during class change and all activities during the school day.
9. Secure and assign substitute teachers.
10. Provide for informing parents of student progress in accordance with Board policies.
11. Establish and maintain a close working relationship with parents and students using P.T.A. /P.T.O., conferences, community resources, pupil progress reports, and other appropriate methods.
12. Help supervise clerical activities and other auxiliary services, such as cafeteria, janitorial, and maintenance.

13. Schedule and supervise fire drills, give notice for storm warnings; see to proper evacuation of buildings.
14. Assist Assistant Superintendent in supervision of athletic events.
15. perform such other duties as may be assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

To be employed 12 months per year. Salary and work year to be established by Board policy GGBA.

EVALUATION:

Performance in this position will be evaluated annually, by the Assistant Superintendent – Attendance Center in accordance with provisions of the Board's policies on evaluation.
