

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Middle School Principal	Department: Instruction
Immediate Supervisor's Position Title: Superintendent	FLSA Status: Exempt
Band/Grade/Subgrade: E-9-1	Bargaining Unit: Principals' Association
Job Summary: Under the direction of the Superintendent, the Middle School Principal is responsible for managing all of the day-to-day operations of the middle school, including short and long-range planning, student issues, district requirements, conducting meetings and staffing. Serves as the instructional leader for the building.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Manages the day-to-day operations of the building and programs.
Percent of Time:	40	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Schedules courses and activities; prepares the master schedule and assigns staff. • Collaborates with district administrators in assessing and recommending district programs and policies. • Develops building level policies and procedures to facilitate the delivery of programs, student discipline, and parent and public relations; creates and updates handbooks. • Coordinates daily usage of the building during the school day. • Supervises the administration of student attendance, discipline and extracurricular activity programs. • Responds to the complaints and grievances of various constituents, including staff, students and/or parents; resolves grievances. • Coordinates various district programs with regular education programs. • Supervises and/or completes various reports as required by the district or by the State. • Provides for student guidance programs and auxiliary services. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Supervises licensed and non-licensed staff, including providing for performance evaluation and staff development.
Percent of Time:	38	

Tasks involved in fulfilling above duty/responsibility:

- Recruits, convenes interview teams, interviews, checks references and recommends staff for employment.
- Provides for the orientation of new employees.
- Develops and evaluates the performance of tenured, non-tenured and non-certified staff.
- Supervises licensed staff, including the development and review of instructional delivery and lesson plans, classroom observations, conferences and planning for growth and development.
- Supervises non-licensed staff, including work direction, and preparation of schedules and conferences for planning growth and development.
- Provides feedback on performance, through conferences; writes formal performance evaluation reports.
- Provides for informal coaching, mentoring and supervision.
- Provides work assignments to staff and directs their activities.
- Coordinates with the district inservice committee in identifying staff development needs and planning and evaluating staff development programs; supervises the implementation of such programs within the building.

Duty/Responsibility No:	3	Statement of duty/responsibility: Manages the school's budget and facilities.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Prepares and recommends the operating and capital budgets for the building.
- Surveys staff, reviews inventories and evaluates requests related to the building budget.
- Oversees budget expenditures and maintains appropriate records; supervises financial recordkeeping.
- Coordinates buildings and grounds maintenance; supervises the maintenance of the physical plant by observing and reviewing reports of problems, assessing needs and directing maintenance and repair activities.

Duty/Responsibility No:	4	Statement of duty/responsibility: Plans, conducts and attends various building-level meetings.
Percent of Time:	7	

Tasks involved in fulfilling above duty/responsibility:

- Provides for staff meetings, parent advisory council, community, and committee and task force meetings in order to achieve various school goals.

Duty/Responsibility No:	5	Statement of duty/responsibility: Evaluates educational programs and plans curriculum.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Supervises the on-going development and evaluation of curriculum and approves recommendations to district administration with respect to curriculum issues at the building level.
- Collaborates with other district administrators in assessing and recommending district programs and services.
- Adjusts curriculum, as needed.

Duty/Responsibility No:	6	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	Specialist Degree.	
	High school diploma or GED.	Major field of study or degree emphasis:	
	1 year college	2 years college	Educational Administration, Educational Leadership or a closely-related field.
	3 years college	4 years college	
	1st 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 and curriculum trends as well as State and local requirements. ▪ Adolescent and child development, learning styles, theories, and motivation. ▪ Budget and financial operations, including how to build a budget and assess building and staff needs. ▪ Knowledge of district administrative policies and procedures. ▪ Understanding of school laws, rules and regulations, including special education and due process. ▪ Basic and advanced human relations methods and techniques. ▪ Fundamental of supervision and management. ▪ Proper evaluation, coaching and training of certified and non-certified staff. ▪ Family dynamics, cultural diversity, racial relations and community dynamics, and related training models. 	
x	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: At least three years experience as a licensed teacher is required. Experience as an assistant principal is preferred.			
Required Supervisory Experience: Supervisory experience in a school setting is preferred.			

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: A secondary principal's license issued by the Minnesota Department of Education.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to work with many different types of people, and to assess their skills. • 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. • 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. • 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. • Judgment, including the ability to formulate logical conclusions from quality and timely decisions, adaptability and the ability to prioritize. • Organizational skills and oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines. • Implementation, including putting programs into action, facilitating coordination and collaboration of tasks, establishing checkpoints and monitoring progress, providing corrections when required, and supporting those who are responsible. • 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. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Teachers and specialists.	69
2	Assistant Principal	1
3	Educational Assistants and Nurse	15
4	Administrative Support Staff.	3
TOTAL		88

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Custodial and food service	Total: 13
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves occasional disagreeable interactions with the public, staff, parents and students.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk or hear			√	
Taste or smell	√			
Physical (Lift & carry): up to 10 pounds				√
up to 25 pounds	√			
up to 50 pounds	√			
up to 75 pounds	√			
up to 100 pounds	√			
more than 100 pounds	√			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Created 9/03 by BCC

Updated 3/04 by BCC