

**TITLE:** Principal (Assistant) – Middle School

**QUALIFICATIONS:** Appropriate certification from the state department of education; ability to organize people, meetings and events; ability to communicate verbally and in writing with teachers, parents, students and administrators; ability to supervise staff; ability to plan and organize to maximize an effective use of time, facilities and resources and certification of good health signed by a licensed physician and a tuberculin skin test.

**REPORTS TO:** Principal

**JOB GOAL:** Assist the building principal in total and complete pursuit of the instructional mission of the school.

**PERFORMANCE RESPONSIBILITIES:**

Assist the principal in the overall administration of the school.

Oversee routine student discipline and attendance issues.

Assist the principal in chairing the ARC and 504 meetings.

Coordinate Saturday detention and Alt. School with the High School and co-ordinate the middle school detention program.

Coordinate the “Second Step” program which deals with harassment issues.

Assist the counselor with scheduling and routine duties.

Handle problems that may arise with athletics and work with the current AD and secretary to schedule events.

Help supervise extra-curricular events.

Coordinate daytime supervision of students.

Assist in evaluation of staff.

Assist the principal in general building supervision, upkeep and supervision of custodial personnel.

Assist the principal and council in interviewing candidates for teaching vacancies.

Assist the principal with orientation activities for new staff and students.

Coordinate and supervise student social activities scheduled throughout the school year.

Perform other responsibilities that may be assigned from time to time by the principal.

**TERMS OF EMPLOYMENT:** Normal contract year shall begin on July 1 and end on June 30, with a 230-day contract calendar.

**EVALUATION:** Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor’s evaluation according to the procedures developed for all district personnel.