**Job Description**

**TITLE:** Middle School Principal

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All certified and noncertified staff assigned to the school

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Experience as a building leader at the elementary or high school level
5. Minimum experience, as determined by the Board, at the middle school or high school level
6. Strong interpersonal and communication skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**JOB GOAL:** To provide highly visible leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development and social and emotional development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
7. Conducts regular observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
8. Prepares and submits the school's budget requests and monitors the expenditure of funds.
9. Establishes and maintains an efficient office system to support the administrative functions of the school.
10. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
11. Approves the master teaching schedule and classroom assignments.
12. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
13. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
14. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
15. Plans and supervises fire and other emergency drills as required by law and board policy. Is responsible for development and facilitation of school safety plans, including Fire, Crisis and Pest Management.
16. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
17. Conducts regularly scheduled staff meetings for the proper functioning of the school. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
18. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
19. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
20. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
21. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
22. Ensures the proper collection, safekeeping, and accounting of school activity funds.
23. Monitors attendance of students and all staff, and addresses inconsistencies in a timely fashion and per statute where required.
24. Is knowledgeable of Special Education code as it relates to integration of classified students in the school. Monitors and assists in the IEP process.

**Additional Responsibilities For Middle School Principal:**

1. Plans an extracurricular wrap around program for the middle school that includes a variety of clubs, activities and events before and after school.
2. Oversees execution and evaluation of Middle School athletic programs.
3. Implements a school-wide social emotional program to be executed during the academic advisory for social emotional blocks built into the building schedule.
4. In conjunction with the Supervisor of Student Services, coordinates the district's therapeutic program.
5. Oversees the submission of the SSDS report to the NJDOE and assists with the completion of the NJ Civil Rights Report.
6. Serves as the district's school safety office and oversees the district medical program. Meets with the Chief of Police on a regular basis.
7. Attends special events, within Bloomingdale and Butler held to recognize student achievement and other school-sponsored activities and functions.

**TERMS OF**

**EMPLOYMENT:** 12 month position; salary to be determined by the board.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations

*NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this position. This Job Description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The School District may add to, modify, or delete any aspect of this job (or position itself) at any time as it deems necessary and/or advisable.*

Approved by: Bloomingdale Board of Education

Date: 6/29/2021

Revised: