

MIDDLE SCHOOL PRINCIPAL

Purpose Statement

The job of Middle School Principal was established for the purpose(s) of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at the Keene Middle School; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to the Assistant Superintendent of Schools.

Essential Functions

- Creates a school climate where the core belief is that every student can and will learn and succeed for the purpose of enabling all students to develop the competence, critical thinking, social, and civic skills to reach their highest potential.
- Communicates the belief that adults are responsible for ensuring that all students achieve academically for the purpose of aligning staff and assigning responsibility for student learning.
- Assesses student learning and uses data to guide and modify instruction for the purpose of ensuring student achievement.
- Recommends the hiring of certified and non-certified staff (e.g., teachers, paraeducators, custodians, secretaries, etc.) for the purpose of creating a positive learning environment and maximizing student achievements.
- Supervises school personnel for the purpose of maximizing student learning, monitoring performance, providing for professional growth and achieving SAU and district goals and objectives.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved, performance is maximized, staffing ratios are appropriate to district needs and standards, and student achievement is maintained and enhanced.
- Creates and maintains a safe, positive student learning environment for the purpose of maximizing student learning.
- Ensures student safety for the purpose of promoting an optimum learning environment.
- Creates and maintains a school climate that encourages and respects diversity for the purpose of preparing students to succeed in a heterogeneous society and a multi-cultural world.
- Researches educational and management best practices for the purpose of increasing student achievement and maintaining the efficient operation of the school.

- Serves as a liaison between the middle school, the high school and the SAU 29 sending schools for the purpose of ensuring a smooth transition for students and to facilitate communications about curriculum and students' progress.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, the Superintendent and the Keene School Board.
- Chairs district and school based meetings (e.g., administrative team, student advisory, parent advisory, curriculum, safety, staff meetings, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and state objectives.
- Delegates responsibility for a variety of administrative functions to assistant principal(s), athletics/intramurals director, guidance counselors, department heads, and other personnel for the purpose of managing the workload more efficiently.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g., SAU and district policies and procedures as well as state and federal laws) for the purpose of providing direction and complying with mandated requirements.
- Manages school administrative functions (e.g., facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (e.g., student achievement reports; SAU, district and state reports; school newsletters; general correspondence, board and committee reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g., budget overviews, student achievement reports, student enrollment information, staffing reports, school progress towards district goals, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Performs other related duties as assigned by the superintendent or the school board for the purpose of ensuring the efficient and effective functioning of Keene Middle School.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; managing data; and administering personnel policies. People in this position need to routinely upgrade skills in order to meet changing job conditions.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and laws; conflict

resolution; bookkeeping principles and budgeting; and concepts of management and supervision. People in this position need to maintain a current knowledge base of: management and supervision; current educational best practice; special education law and practice; facilities management; curriculum and assessment; technology; and data driven decision making.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining FERPA confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities. Flexibility is required to schedule a significant number of activities, meetings, and/or events. This position routinely gathers, collates, and/or classifies data as a problem solving tool which requires analysis based on organizational objectives.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; and supervising the use of funds for multiple departments.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience: Job related experience with increasing levels of responsibility is required.

Education: Master's degree in job related area.

Certification: Must hold or be eligible to hold New Hampshire certification for Principal.

Clearances: Criminal background check.

Pre-employment physical, as applicable.

FLSA Status: Exempt

Approval Date: 4/2017 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007