

JOB DESCRIPTION
Nogales Unified School District #1

MIDDLE SCHOOL PRINCIPAL

Purpose Statement:

The job of MIDDLE SCHOOL PRINCIPAL is done for the purpose/s of maintaining overall site operations; receiving, distributing and communicating information to enforce school, district and state policies; maintaining safety of school environment; coordinating school activities; communicating information to staff; and addressing situations, problems and/or conflicts that could negatively impact the school.

This job is distinguished from similar jobs by the following characteristics: Masters degree in Educational Administration or Curriculum and Instruction or related field. Experience at the elementary level, teaching and administrative/supervisor experience required. Demonstrated experience in culturally diverse educational setting. Any equivalent combination of training, education or experience that meets the minimum requirements.

This job reports to ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND ACADEMIC

Essential Functions

- Advocates for the students, staff, school, district and public education (e.g. responsive to parents and community, creates a welcoming climate and culture, markets school programs, promotes and emphasizes support for parental involvement) for the purpose of encouraging and promoting community involvement and outreach.
- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently.
- Directs curriculum and instruction on campus (e.g. enforces grade level standards, provides opportunities for enrichment and intervention, encourages differentiated instruction for all students, creates and supports learning communities, sets high expectations, educational leader, continuous improvement mindset) for the purpose of increasing student achievement.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved, compliance with job descriptions is obtained, and performance is maximized.
- Facilitates communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Instructional Leader for the site and District (e.g. responsible for student achievement, focused conversations with teachers, daily classroom visits, shares and models effective teaching strategies, confronts classroom mediocrity, has high expectations, provides structure, strong disciplinarian, creates and maintains positive school climate (orderly), drive to move school forward, and includes all staff in the team effort in promoting student achievement) for the purpose of providing support to site staff in order to increase student achievement.
- Manages school administrative functions (e.g. facility maintenance (maintain clean and attractive facility), budget, staffing, attends extracurricular activities, monitors transportation services provided to students, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Model for all staff (e.g. develops personal growth plans for self and all staff, ensures quality staff development at school site, creates and supports learning communities, uses and models use of technology, models behaviors of a lifelong learner) for the purpose of creating an environment where staff and students are successful.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, school improvement plan, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

- Promotes use of assessment data (e.g. monitors student progress, conducts and uses assessment data to guide instruction, uses academic support systems) for the purpose of increasing student achievement.
- 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.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, promoting child centered environment, quality customer service skills, verbal and written communication skills - to include verbal, written, listening and processing skills, leadership, supervisory and management skills, diplomacy skills and organizational skills .

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledgeable of age appropriate activities, effective practices, and technology, working knowledge of budgets and funding, bilingual (English/Spanish) preferred, pertinent codes, policies, regulations and/or laws, stages of child development, knowledgeable of NCLB, AYP, AZ Learns, working knowledge of school system to include classroom experience, familiar with reading first program, experience with second language learners, familiar with the community

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: assess learning outcomes, and adapt curriculum and programs to meet needs of students consistently, flexibility to meet needs of students, staff and parents, able to address the learning styles of all students, ability to provide an effective learning environment that encourages student based motivation, communicating with culturally diverse groups, students, staff and parents, creating and maintaining climate of respect, establishing effective relationships, ability to promote a positive learning environment for students that involves staff and parents to promote high student achievement, utilizing current technology, working as part of a team, working with detailed information/data from various sources, and ability to be an advocate for the site.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

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 significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Masters degree in job related area.

Required Testing

None specified

Continuing Educ. / Training

Maintain Arizona Certification and Fingerprint Clearance Card

Certificates & Licenses

Arizona Principal Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Job description available upon request

Salary Grade

Administrative A3