



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE: INTERIM MIDDLE SCHOOL PRINCIPAL
REPORTS TO: Superintendent of Schools
WORK YEAR: 215 days

QUALIFICATIONS:

A professional educator, licensed or eligible for a license as a Principal (covering grade range of 7-8) by the Department of Elementary and Secondary Education. Should have demonstrated experience as a successful teacher and administrator at the secondary school level.

DESCRIPTION OF DUTIES:

The Middle School Principal reports directly to the Superintendent and assumes the responsibilities and directives delegated to him/her and listed below:

- Cooperates with the Superintendent and School Committee in the implementation of their policies and directives; works within the structure of local, state and federal laws and statutes. His/her major responsibility is to direct, guide, and coordinate the total educational program within the Middle School.
- Maintains evaluative techniques which will keep him/her continually apprised of program and staff effectiveness.
- Establishes and clarifies both short and long range goals for his/her school making certain that they are both educationally sound and administratively feasible.
- Is the catalyst for innovative thinking and actions. He/she encourages the staff to suggest and implement educational innovations. He/she must help his/her colleagues grow, and grow with them.
- Fosters sound interpersonal relationships among the students, teachers and administrators, and in his/her decision-making, involves students, teachers, parents and citizens whenever appropriate.
- Is responsible for supervising individual Teachers and Department Heads and assisting them in their self-improvement efforts.
- Evaluates Teachers' and Department Heads' performance based on negotiated procedures.
- Makes policy at the Middle School level and will participate in decision-making at other levels when the problem in question affects his/her school's operation.
- Is responsible for student discipline within his/her school and provides counsel and assistance for all students. He/she is responsible for establishing a climate within his/her school that will make disruptive conflict unnecessary.
- Supervises and assists in the preparation and maintenance of the annual operating budget for the District and School.
- Is aware of the value of good public relations and takes every opportunity within areas of his/her responsibility to enhance the image of the school and district.

- Works cooperatively with parent and other community organizations to take advantage of their contributions for the growth and development of the school.
- Is responsible for records and data as they pertain to attendance, grades, pupil activities and evaluations and for reports requested by the Superintendent, School Committee, and the State.
- Provides opportunities for professional faculty growth.
- Attends School Committee and Subcommittee meetings as directed by the Superintendent.
- Keeps abreast of national and state educational developments by his/her membership in and attendance at meetings and conventions of his/her professional associates.
- Calls meetings of Department Heads and teachers as necessary to foster and support a sound educational program.
- Communicates to the Superintendent, specific building needs and requirements for staff and materials.
- Serves as a member of the District Executive Leadership Team.
- Assumes other responsibilities delegated by the Superintendent and consistent with the duties implied by the job title.

Evaluation: Performance of this job will be evaluated in accordance with district policies.