



A World-Class Community of Learners

## JOB DESCRIPTION

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>
D	7	1	

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Middle School Principal	Fridley Association of School Administrators

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Superintendent	July 2009

**JOB SUMMARY.**

Serves as line officer between Superintendent and building staff. Leads and manages all programs, services, staff, and students in the school. Responsible to make decisions that promote effective staff work, understanding of student needs, quality curriculum and learner outcomes, and use of best teaching practices to improve learning.

<b>TASK NO.</b>	<b>FRE- QUENCY BAND/ GRADE</b>
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> <li>• Manages, directs, coordinates, supervises, and is accountable for the daily operation of the middle school.</li> </ul>		
2.	<ul style="list-style-type: none"> <li>• Develops, implements, monitors, and evaluates school goals and plans which coordinate with the framework of the district vision, goals, and plans, using formative, summative assessments, and other relevant data to monitor and report student achievement.</li> </ul>		
3.	<ul style="list-style-type: none"> <li>• Communicates with the superintendent, staff, students, parents, and community, and promotes district and site vision, goals, priorities, expectations, and plans.</li> </ul>		
4.	<ul style="list-style-type: none"> <li>• Responsible for recruitment, making hiring recommendations, supervising, and evaluating site personnel.</li> </ul>		
5.	<ul style="list-style-type: none"> <li>• Promotes an effective culture and learning environment through the International Baccalaureate framework and other best practices, reflective analysis, a focus on data, use of district’s articulated curriculum, high expectations.</li> </ul>		
6.	<ul style="list-style-type: none"> <li>• Prepares and manages the annual budget allocations upon approval of the superintendent and school board.</li> </ul>		
7.	<ul style="list-style-type: none"> <li>• Implements school board policies and interprets them to staff, students, and parents.</li> </ul>		
8.	<ul style="list-style-type: none"> <li>• Responsible for scheduling of students and staff for appropriate assignments of duties.</li> </ul>		

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**JOB TITLE**

Middle School Principal

**CONTRACT REFERENCE**

Fridley Association of School Administrators

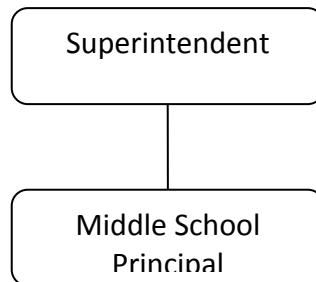
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9.	<ul style="list-style-type: none"><li>Assists in developing, implementing, and monitoring the effectiveness of programs for staff development and instructional improvement, addressing district, site and individual needs.</li></ul>		
10.	<ul style="list-style-type: none"><li>Organizes and supervises the areas of site maintenance, improvements, and safety/security.</li></ul>		
11.	<ul style="list-style-type: none"><li>Provides leadership in the development, analysis, evaluation, and improvement of the educational and operational functions of the site.</li></ul>		
12.	<ul style="list-style-type: none"><li>Participates actively on the district administrative team, serves on other district and community groups as needed or appropriate.</li></ul>		
13.	<ul style="list-style-type: none"><li>Provides overall supervision of activities program.</li></ul>		
14.	<ul style="list-style-type: none"><li>Performs other duties as assigned</li></ul>		

**QUALIFICATIONS**

Administrative Licensure

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.