

PRINCIPAL, MIDDLE SCHOOL

GENERAL RESPONSIBILITIES

The position is responsible for the leadership, administration and supervision of a middle school and its programs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board; maintain records and files; meet and confer with students, parents, faculty and staff.
- Establish a professional learning culture through a solid foundation of shared mission, vision, values and goals.
- Develop a collaborative culture for improving student achievement.
- Establish and maintain an effective learning climate in the school.
- Initiate, design and implement programs to meet specific needs of the school.
- Ensure implementation of the Virginia Beach Public Schools approved curriculum.
- Direct and monitor the development of the school's instructional program.
- Ensure the development of 21st century skills with all students.
- Plan, organize and direct implementation of all school activities.
- Make recommendations concerning the school's administration and instruction.
- Assist with the preparation of the school's budget and monitor expenditures.
- Prepare or supervise the preparation of reports, records, lists and all other required information and data.
- Coordinate and work with the central administrative staff on school needs, problems, and/or effectiveness.
- Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students; interpret and enforce school division's policies and regulations.
- Schedule classes within established guidelines to meet student's needs.
- Assist in the development, revision, and evaluation of the curriculum.
- Supervise the guidance program.
- Monitor all dimensions of the special education program in the school to ensure compliance with federal, state, and local mandates and guidelines.
- Monitor the Student Support Team process to ensure appropriate and timely interventions for students and subsequent referrals for other services if needed.
- Maintain high standards of student conduct and enforce discipline, as necessary, according to School Board policy and the due process rights of students.



- Attend special events held to recognize student achievement; attend school-sponsored activities, functions and athletic events.
- Maintain and control the various local funds generated by student activities.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Supervise all professional, paraprofessional, administrative and non-professional personnel assigned to the school.
- Develop the leadership skills, particularly instructional leadership, of the assistant principals assigned to the school.
- Participate in the selection of all school building personnel.
- Evaluate and counsel all staff members regarding their individual and group performance.
- Supervise the daily use of the school facilities for both academic and nonacademic purposes.
- Supervise and evaluate all activities and programs that are outgrowths of the school's curriculum.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a middle school; thorough knowledge of the school division's strategic plan goal and objectives for student outcomes; thorough knowledge of prescribed school board policies and procedures; thorough knowledge of the Understanding by Design framework for curriculum and learning plans; thorough knowledge of a balanced assessment system; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

EDUCATION AND EXPERIENCE

Master's Degree in education administration, considerable years of administrative and educational experience and licensure as a building level principal through the Commonwealth (Administration and Supervision, PreK-12 endorsement) required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 5/10
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