



JOB DESCRIPTION

Job Title	Middle School Principal
Department	Secondary Schools
Reports To	Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Middle School Principal administers the middle school according to the policies of the Board of Education and provides educational leadership to the faculty and students with the goal of inspiring them to contribute their best efforts. The Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

Essential Job Functions

- Coordinates the work of the assistant principals.
- Becomes familiar with current trends in middle school education and urges staff consideration when deemed appropriate.
- Conducts periodic faculty meetings.
- Visits classrooms to observe teachers in action.
- Evaluates the performances of all instructional and non-instructional personnel in the schools.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Recommends teachers for re-employment on an annual basis.
- Serves on the district-wide Middle School Administrative Council.
- Approves the school budget for submission to the Executive Director of Business Services.
- Approves all purchase requisitions and ensures effective execution of school business affairs.
- Administers the school activity fund.
- Provides leadership and direction to be followed and approves the master schedule developed by an assistant principal.
- Coordinates course offerings, textbook adoptions, and other curricular decisions with middle level colleagues that need to be referred to the Director of Secondary Education.
- Provides leadership and support to the assistant principals.
- Approves the calendar of events for the school.

- Approves the general supervision of school discipline as developed and enforced by an assistant principal.
- Approves the maintenance of the buildings and grounds as conducted by the head custodian.
- Develops site-based short-term and long-range planning and coordinates with district-wide planning.
- Works with committees and individuals.
- Supervised classrooms and activities.
- Confers with teachers, parents, and students.
- Coordinates all school activities.
- Works on school construction planning committee.
- Attends professional meetings.
- Assists in the negotiation process.
- Works toward proficiency of the 13 Eau Claire Area School District Principal standards.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin certification for the position.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience at the middle school level.
- Advanced graduate work beyond the Master’s degree.
- Minimum of three years of successful middle school teaching.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent verbal/written communication and listening skills.
- Strong leadership ability.
- Ability to work well with others.
- Ability to make sound decisions and withstand pressures.
- Broad knowledge of middle school curriculum and familiarity with elementary and high school curriculum.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to frequently talk and listen.