

VERMILLION SCHOOL DISTRICT 13-1 MIDDLE SCHOOL PRINCIPAL

QUALIFICATIONS:

1. South Dakota certificate to practice as a Middle School Principal.
2. Minimum: MA+15 and three years classroom teaching experience at appropriate level.
3. Three years administrative experience at appropriate level.
4. Alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES:

1. Certified Employees
2. Classified Employee
3. Support Staff
4. Administrative Assistant

Primary Function: The principal is the professional advisor to the superintendent in matters pertaining to the middle school and will be responsible for making recommendations for consideration to the superintendent and school board. The principal is delegated the responsibility for the operation and management of the middle school; and is empowered with the proper authority to execute the programs within the building. The principal is the educational and administrative leader of the school who works cooperatively with the faculty, students, support staff, and community to provide a quality education program to the middle school.

PERFORMANCE RESPONSIBILITIES/DUTIES:

1. Recommends to the superintendent ideas for recruitment, selection, employment, scheduling, and assigning of the 6-8 staff.
2. Responsible for evaluation of 6-8 instruction staff in accordance with school policy and state law.
3. Provides the leadership for curriculum planning and development.
 - a. Monitors the 6-8 instructional program with the help of the curriculum director and committees.
 - b. Implements the 6-8 curriculum projects that are results of a team decision making process.
4. Provides the leadership for the development of instructional programs that are required by state law or administrative rules.
5. Provides leadership for staff development.
6. Provides leadership in completing district's goals.
7. Conducts meaningful staff and department meetings on periodical basis.
8. Responsible for the implementation and monitoring of programs and activities that are in the best interest of the students.
9. Responsible for the recording, reporting, and monitoring of the academic progress and student records of students in grades 6-8.
10. Responsible for recommending budget expenditures and administering the adopted budget for the middle school in cooperation with the business office.
11. Maintains proper budget records and financial controls of the 6-8 budget as necessary.
12. Responsible for appropriate public relations communication within the community.
13. Responsible for the completion of all state and NCA accreditation forms and then the continual monitoring of the state and NCA rules and standards.
14. Responsible for the coordination and supervision of support services according to district policy.
15. Maintains appropriate inventory in respective building(s) in cooperation with the business manager's office.
16. Responsible for designing and implementing the master schedule for 6-8.
17. Responsible for developing and implementation of discipline guidelines according to district policy.
18. Responsible for appropriate public relations communication within the community.
19. Responsible for the completion of all state and NCA accreditation forms and then the continual monitoring of the state and NCA rules and standards.

20. Responsible for the coordination and supervision of support services according to district policy.
21. Maintains appropriate inventory in respective building(s) in cooperation with the business manager's office.
22. Responsible for developing and implementation of discipline guidelines according to district policy.
23. Responsible for designing and implementing the master schedule for 6-8.
24. Responsible for the enrollment of all students and orientation of students new to the system.
25. Responsible for obtaining substitutes as needed.
26. Coordinates and supervises the student teacher and paraprofessional programs.
27. Coordinates with the business manager all after school and community use for the middle school facilities as per established policies.
28. Responsible for the coordination of the necessary classroom technology.
29. Responsible for other duties as assigned by the superintendent of schools.
30. Pursues professional growth opportunities such as attending conferences, reading professional journals, and/or participating in professional organizations and on-site professional development.
31. Makes home visits as necessary to communicate attendance policy.
32. Other duties may be assigned by the administration.

EVALUATION: Job performance will be evaluated in accordance with the provisions of the district's policy for Evaluation of Professional Staff.