

PROFESSIONAL STAFF POSITIONS
(Middle School Principal)

Appointment

1. The annual contract period shall be 215 working days.
2. The principal's immediate supervisor is the superintendent of schools.

Duties

1. He/she shall be responsible to the superintendent for the general administration and supervision of the middle school and will work in close cooperation with the superintendent to carry out and enforce the policies of the board of education.
2. He/she shall consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. He/she shall make recommendations to the superintendent relative to the general operation of the middle school. This may include recommendations concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
4. He/she shall carry out any additional duties or responsibilities as directed by the superintendent or board of education.
5. He/she shall ensure accountability for all entities under his/her jurisdiction.
6. He/she shall complete all such reports and duties as may be required of him/her to the school board, superintendent, and all educational governing bodies.
7. He/she shall supervise the system of pupil accounting which shall include registration, attendance, tardiness, permanent records, report cards, and other pertinent records necessary for the successful operation of the school system.

8. He/she shall cooperate with the business manager and staff to budget, requisition, and inventory supplies and materials deemed necessary for successful instructional practices.
9. He/she shall direct, supervise, and evaluate the instructional program, guidance services, and the work of all assigned personnel and make recommendations to the superintendent and the board of education in regard to the employment, assignment, and dismissal of personnel.
10. He/she instill a climate conducive to improved learning opportunities for all students and staff.
11. He/she shall keep abreast of current educational practices by reading and studying current literature, visiting other educational institutions, workshops, short courses, attending state/national meetings, or by any other means.
12. He/she shall assume a leadership role for the instructional staff, classified staff, and students at Huron Middle School.
13. He/she shall create, utilize, and maintain avenues of two-way communication between the central administration, staff, students, parents, and community members.
14. He/she shall coordinate the master schedule for the middle school.
15. He/she shall implement discipline policies and practices that will continue to ensure a positive learning environment.
16. He/she shall be responsible to create an educational atmosphere that encourages cooperation, the free exchange of ideas, mutual trust, respect, openness, and total involvement within the confines of available resources and the policies established by the board of education. Decisions will be made in the best interest of improving the educational process and promoting the well-being of all the students.

17. He/she shall, in conjunction with the director of instruction, provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
18. He/she shall, in conjunction with the director of special services, administer and monitor the special education program within the building.
19. In conjunction with the activities director, he/she shall have general charge of all middle school co-curricular activities unless otherwise directed or limited by the superintendent.

