



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent, Middle School Principal manages the delivery of educational services to middle school pupils in grades 5-8. Evaluates, reports, and manages personnel, buildings, equipment, transportation, food services, and grounds of the middle schools. Formulates plan to build on goals to improve moral of all stakeholders.

Job Title:

Middle School Principal

Revised Date:

11-13-17

Job Description: Oversee all Middle School, education and activities.

Middle School Principal

- Develop and administer discipline policies
- Communicate with staff, student and parents
- Administer the rules and regulations of the local Board of Education, state and federal guidelines
- Determine budget requests
- Regulate budget expenditures
- Make staff recommendations
- Hire, train and coach staff
- Develop and administer the student handbook
- Encourage staff, students and community on any educational changes
- Provide staff development on any changes in school procedure
- Read and stay updated on all local, state and national educational issues
- Attend seminars to improve areas of growth for self, school, district
- Develop a school schedule
- Participate in district-wide curriculum meeting
- Align state standards with current curriculum
- Analyze test results as it relates to students in the building.
- Inventory all materials in the building and determine what needs to be replaced
- Participate in all meetings as they relate to individual students in relation to discipline and academics (504 and child study meetings)
- Be aware of title programs
- Hold staff meetings to discuss matters of school interest
- Assign supervision duties to staff
- Supervise activities both during and after school
- Approve field trips and assure proper supervision is available
- Provide supervision and evaluations for all building staff
- Follow policies as they relate to request for leave, absences, sick leave and personal leave
- Maintain student records
- Be aware of safety issues as they relate to students and staff
- Supervise the loading and unloading of students who ride the bus
- Supervision on the play ground
- Write letters of recommendation

Staff Development Coordinator

- Determine the staff development goals of the district
- Determine the staff development needs of staff members within the district
- Provide staff development opportunities on staff development days, late starts, and early releases.
- Provide staff development opportunities for district employees outside of the district.
- Complete annual staff development reports to the MDE
- Instruct Leadership - Chair person of District Leadership Team - Oversee professional Learning Committees

Job Location:	Howard Lake, MN	Company Industry:	Public School
Job Role:	Education Administration	Employment Status:	Full-time
Employment Type:	Contract or Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	E-8-1		
State Job Match Points:	615		
Skills:			
Qualifications:			
<ul style="list-style-type: none"> • Licensed by the Department of Education for position, K -12 license. • Minimum of 1-3 years of experience in a similar profile is preferred. • Excellent communication skills, ability to deal with candidates and employees at all levels. • Strong attention to detail and good interpersonal skills. • Strong decision making and problem solving skills. • Ability to multi-task in fast-paced dynamic environment. 			
Career Level:	Management, Executive/Director	Years of Experience:	[1-3 years]
Degree:	Master's Degree or Specialist in Educational Administration		
Collective Bargaining Agreement – Principal			
Approved By: Brad Sellner		Date Approved: 6-30-14	