

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Middle School Principal

REPORTS TO: Associate Superintendent

JOB SUMMARY: Provide leadership in the areas of staff development, instructional skills, problem solving, teambuilding, master scheduling, school/community relations, strategic planning, the development of the school vision and mission statements, and in providing a safe/orderly environment conducive to learning.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Oversees curriculum development, implementation and evaluation at the building level.
4. Develops, implements, monitors and evaluates data-driven, school wide action plan.
5. Identifies, plans, implements and evaluates building staff development programs in accordance with assessed needs.
6. Supervises, mentors, observes and evaluates building staff.
7. Assures adequate and comprehensive educational programs for all students; meets regularly with teacher teams, child study teams, and administrative teams to provide for planning and adopting curriculum to the needs of the traditional child academically, socially and physically.
8. Supervises, assesses and monitors student performance using objective and verifiable information, including standardized, criterion-referenced, district and teacher made tests.
9. Develops and implements an effective academic and logistical schedule to assure proper delivery of curricula.
10. Establishes, maintains and evaluates rules and procedures for student and staff safety.
11. Ensures proper communication between school and community on all issues pertaining to overall well-being and success of students and staff.
12. Uses community resources to promote student learning, enlists partnerships with colleges, universities and community organizations.
13. Prepares budgets and monitor expenditures, supervises the maintenance of all required building records, reports and inventories.

14. Screens, interviews and recommends instructional and non-instructional personnel for employment.
15. Develops and delivers presentations at district meetings, conferences, and serve as leader/member of district committees.
16. Performs other duties as assigned.

QUALIFICATIONS: Five (5) years experience in public education necessary, including elementary or secondary school instruction. Assistant principal or supervisory experience is helpful. Masters degree necessary. Proper Pennsylvania administrative certification necessary.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

SENSORY ABILITY: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

CLASSIFICATION: Professional; Instructional Meet and Discuss position; 12 month classification. Cabinet Code – D.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)