

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Principal, Middle School

Purpose of the Job

Principal shall have full responsibility for the administration of the school and supervision of all staff. He/she is expected to be proactive, highly visible and able to maintain a warm, productive school environment that fosters high expectations.

As the school leader, he/she will be responsible for involving all members of the school community in the development of student learning improvement plans, which focus on goals and strategies to improve student achievement.

Essential Job Functions

1. Facilitate educational leadership in creating a positive environment conducive to teaching and learning.
2. Lead in development and successful implementation of school improvement goals and objectives, which increase student achievement through team efforts.
3. Use comprehensive knowledge of current research in education and proven abilities in curriculum and instructional design to meet individual needs in a diverse student population.
4. Provide a loving, nurturing climate for students while using proactive discipline techniques in a common sense atmosphere.
5. Provide leadership for selection, placement, professional development, and evaluation of assigned staff.
6. Communicate effectively and openly with staff, parents, and the community; continue positive school and community relations; be active in the community.
7. Be an effective and creative problem solver.
8. Direct the school building level instructional program development, implementation and evaluation.
9. Develop the school budget and manage allocated funds in conjunction with the School Leadership Team, and in accordance with the district strategic plan, policies, and contractual obligations.
10. Coordinate maintenance, use and security of the physical plant to facilitate activities/functions of the educational program and community activities.
11. Work positively with district-wide junior high alternative learning programs.
12. Provide leadership for multiple models of classroom organization including teaming.
13. Provide leadership and support for diversity in activity offering, including student government and co-curricular.
14. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Minimum of five years successful public school teaching.
2. Successful experience in secondary school administration.
3. Experience working with students and families from a variety of cultural backgrounds.
4. Experience in moving a diversely talented staff toward common goals.
5. Experience working with students with special learning needs.
6. Experience working collaboratively with staff to produce a positive learning climate.

Knowledge Skills & Abilities:

Licenses, Certificates & Special Requirements:

1. Possess or be eligible for Washington State Principal Certificate for the appropriate level.
2. Master's Degree in educational administration, supervision, or appropriate related field.

Reporting Relationship:

Reports directly to the Director of Elementary Education.

Conditions of work:

Union Affiliation:

NKSAA

FLSA Status:

Exempt

Salary Range:

NKSAA

Job #

Job History:

Created: 02/02; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice