



JOB DESCRIPTION

TITLE	Middle School Principal
SUPERVISES	Middle School Academic Program/PSPA Staff/
REPORTS TO	Head of School
JOB GOAL	To serve as the leader of the PSPA middle school program, developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

QUALIFICATIONS	<ul style="list-style-type: none"> ● Middle school experience: teaching and/or administrative ● Excellent communication skills ● Well-developed conflict resolution skills ● Master’s degree required, preferably in school administration ● Minimum of 5 years teaching experience ● Minimum of 3 years of leadership experience
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ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none"> ● Screens, interviews, and recommends employment for new staff ● Establishes and implements educational goals for the middle school program ● Oversees the ordering and purchasing of supplies and equipment for middle school ● Establishes rules and sets the tone for student discipline in accordance with school policy ● Evaluates and supervises middle school personnel ● Adhering to the vision for the PSPA middle school program ● Promotes use of assessment data for the purpose of improving student achievement ● Middle school programming/curriculum
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	<ul style="list-style-type: none">● Middle school professional learning communities
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1. Follow all rules, policies and procedures of Pine Springs Preparatory Academy, along with state and federal regulations pertaining to all school issues.
2. Lead in planning, developing, coordinating and evaluating the operations of the middle school. Conceptualize the broad goals and vision of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
3. Identify annual objectives for the instructional, extra-curricular and athletic programs of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
4. Maintain up-to-date student performance data to evaluate student progress in the instructional program. Supervise and appraise the performance of the school staff in accordance with state and local requirements.
5. Maintain inter-school communications and seek assistance from administrative staff to improve performance; maintain good relationship with students, staff and parents; comply with established lines of authority.
6. Create a collaborative work environment utilizing site based management that promotes continuous improvement and emphasizes a sense of community.
7. Provide structures for the development of an effective professional learning community aligned with the school improvement plan, focused on results.
8. Supervise and conduct personnel administration duties for direct report subordinates including; hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave.
9. Perform other duties and responsibilities as requested by the Head of School.

Terms of Employment: Twelve month work year/Contract

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board policy.

Qualified applicants only should email their resume to: bfriend@pinespringsprep.org