

## Job Description

**Job Title:** Principal (Middle School)  
**Position Code:** 1E20, AE20  
**Job Classification:** Exempt

**Supervisor:** Executive Director  
**Pay Grade:** 47  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for the daily operation and administration of an assigned middle school. Position is responsible for supervising staff, creating a safe environment, monitoring curriculum, budget development, and other duties associated with the successful operation of a middle school.

### Essential Duties

1. Administers and manages the daily activities of an assigned middle school.
2. Interprets and enforces all school board policies and administrative regulations that affect school operations.
3. Administers, develops, and evaluates the school's curriculum and instructional program.
4. Supervises student attendance, counseling, child studies, assessment, standardized testing, & other pupil services.
5. Establishes and maintains an effective learning climate in the school.
6. Establishes guidelines for proper student conduct and enforces discipline according to division policies & procedures.
7. Conducts conferences with parents regarding school policies, discipline issues, student performance, student attendance, test scores, and any other parental concerns.
8. Organizes & supervises the school's extracurricular program, intramural programs, & after school tutorial programs.
9. Confers with various members of the central administrative staff regarding transportation, special education, curriculum, pupil services, etc.
10. Assists the human resources department with interviewing and recommending qualified candidates for positions.
11. Supervises, evaluates, and counsels all professional, paraprofessional, administrative, and support personnel assigned to the school.
12. Works with the staff development department to provide in-service programs and professional development opportunities for personnel.
13. Conducts staff meetings on a regular basis for the proper functioning of the school.
14. Recommends to the superintendent, according to established procedures, the reappointment of employees whose work is satisfactory and the removal of those whose work is unsatisfactory.
15. Develops and implements the school's master schedule ensuring efficient and effective delivery of service to students and the best utilization of staff.
16. Prepares and administers the school budget and supervises school finances.
17. Develops and communicates a clearly defined vision and mission to the public, staff and students.
18. Provides ongoing communication to the parents and staff.
19. Attends and participates in evening and weekend school sponsored activities, athletic events, and special meetings such as PTA board, community support meetings, and parent workshops.
20. Assumes responsibility for the safety and administration of the school plant.
21. Plans and supervises an emergency preparedness program for the assigned middle school.
22. Acts as a liaison between the assigned middle school, the general public, and local community groups to foster understanding and solicit support for overall school objectives and programs.
23. Prepares or supervises the preparation of all required building reports and records.
24. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Initiates and maintains effective liaisons with professional societies to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the middle school level. Must possess three years of successful administrative experience. Must possess a comprehensive knowledge of the current issues, principles, and practices in public middle school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and budget development. Must possess the ability to administer and manage the operation of a middle school. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Executive Director of Secondary School Leadership

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Principal will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
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