



## **Middle School Principal**

### **Purpose Statement**

The job of Middle School Principal is done for the purpose/s of maintaining an effective school operation: hires staff; orders instructional and facility equipment and materials; establishes school spirit and motivational programs; gives leadership to school's improvement plan; identifies curricular emphases and practices which are consistent with district-wide agreements regarding curriculum; initiates parent contact, programs and organizations in the community; provides ongoing instructional leadership to staff including: effective teaching practices, curriculum implementation, instruction which is tied directly to the Utah State Core and the Provo City School District Standards; assessment use and interpretation, professional development activities; day-to-day building administration and the safety and welfare of students, staff and activities; ensures a safe, pleasant and effective educational atmosphere, providing discipline as necessary while enforcing school and district policies, and honoring community expectations for student and staff conduct.

This job reports to Executive Director of Secondary Education

### **Essential Functions**

Assigns classes to schedule, teachers to classrooms, and students to classes. for the purpose of

Clinically supervises staff members and completes annual evaluation reports. for the purpose of

Communication with other agencies and school districts to share and receive information on effective programs and practices. for the purpose of

Completes a host of compliance documents, and submits them accurately and on time. for the purpose of

Conducts meetings of staff, parents, students, and other groups as the leader of the building. for the purpose of

Coordinates with regional and state agencies, and works effectively with job-alike counterparts in other districts. for the purpose of

Coordinates professional development for staff. for the purpose of

Develops and maintains positive and effective communication with the school community. for the purpose of

Develops and maintains quality partnerships with parents, area universities, colleges, government entities and businesses. for the purpose of

Ensures the annual completion of an individualized Student Education Occupation Plan (SEOP) for each student for the purpose of

Establishes priorities for purchasing and use of educational materials. for the purpose of

Establishes and maintains high standards of student behavior. for the purpose of

Follows up with staff on the implementation of district professional development areas of emphasis in all classrooms. for the purpose of

Implements policies and procedures as adopted by the Board, or by state or federal agencies. for the purpose of

Implements, models and evaluates performance and effectiveness of programs and staff in relation to expectations of the Utah State Core, the Provo City School District Essentials, and in compliance with the state evaluation system. for the purpose of

Incorporates career exploration for students. for the purpose of

Incorporates technology in the school to aid effective instruction. for the purpose of

Interacts with students and staff in a constructive manner to encourage each individual to perform at his/her highest level. for the purpose of

Maintains a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process. for the purpose of

Maintains positive relations with parents, parent groups, school volunteers and outside agencies. for the purpose of

Maintains a welcoming, orderly, safe and attractive physical environment in the school. for the purpose of

Makes presentations to the Board of Education and the public as called upon. for the purpose of

Manages a building staff, including hiring, coaching, and dismissal. for the purpose of

Models and practices behavior which is consistent with the Provo City School District and school norms. for the purpose of

Participates in district-wide activities, professional development and committees. for the purpose of

Participates in ongoing professional development. for the purpose of

Performs other related duties as directed for the purpose of ensuring the efficient and effective functioning of the work unit.

Plays an active and effective role in District Council, the senior leadership group within the district. for the purpose of

Possesses comprehensive and applicable knowledge in the areas of professional develop and instruction/curriculum design and leadership, including the work of Learning Targets (Moss and Brookhart), Visible Learning (Hattie), various forms and purposes of assessment (Marzano, Guskey, O'Connor, Willam). for the purpose of

Prepares, implements and maintains a positive balance in the school budget, with assistance from district personnel. for the purpose of

Provides input on teacher evaluation and supervision processes. for the purpose of

Provides leadership to all specialized programs in the school, including Special Education, 504, ESOL, Title I, fees and fee waivers, etc. for the purpose of

Selects, stores, orders, issues, cares for and inventories equipment, materials, and supplies used in the school. for the purpose of

Submits funding/grant requests Title II and other federal and state agency allocations. for the purpose of

Supervises employees whose work is crucial in accomplishing the overall work of the Teaching and Learning department for the purpose of

Works positively with District Office personnel to coordinate processes for the effective functioning of the school. for the purpose of

Writes/drafts policies and/or procedures for consideration by the Board of Education and senior administration. for the purpose of

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends work regularly to fulfill duties related to the assignment and for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the community.

Establishes effective working and learning environment, including quality instructional practices and parental involvement. Sets high expectations of achievement. for the purpose of

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing budgets; analyzing data; applying curriculum and instructional techniques; applying job-related codes, regulations and laws; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation ; enforcing discipline policies; enforcing rules and regulations; interviewing techniques and practices; operating standard office equipment and office technology; planning and managing projects; preparing and maintaining accurate records; promoting activities and/or events; using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; assessment instruments and techniques; job-related codes/laws/rules/regulations/policies; knowledge of community resources; personnel administration practices; principles of negotiation/arbitration; stages of child development.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with persons of diverse backgrounds; diffusing argumentative behavior; maintaining confidentiality; meeting deadlines and schedules; multitasking; organizing tasks; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions.

### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**

As required by the Utah State Board of Education

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Administrators Credential  
State of Utah Teaching License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

2/14/2024

**Salary Grade**

Lane 4 - MS, IHS, OS CTE