

---

Position Title: Middle School Principal  
Qualifications: Wisconsin DPI Certification in the  
Principalship and three years experience as  
an administrator preferred  
Department: District  
Reports to: Superintendent

---

I. Summary: The middle school principal is the executive and educational leader of the middle school and is responsible for the administration and supervision of the daily operations and all phases of work completed within the school. He or she shall give assistance in resolving issues related to programming and personnel. He or she shall give assistance to teachers and other personnel in matters relating to any phase of their professional assignments. The primary responsibility is to serve as the instructional leader for the improvement of instruction and ensure that the building is physically safe at all times.

II. Essential Duties and Responsibilities:

- A. Establish and maintain an effective learning climate in the school.
- B. Develop and implement courses of study that meets the needs of students.
- C. Supervise the guidance program to enhance individual student education and development.
- D. Establish and communicate to students, parents and staff guidelines for student conduct and discipline with consequences.
- E. Supervise, evaluate and assist in the development of staff members according to Master agreements and district policies.
- F. Plan, organize and direct the implementation of all school activities within the school calendar and for outside organizations using the facilities.
- G. Establish and maintain positive relationships with local community groups and individuals to foster understanding and solicit support for school programs.
- H. Be knowledgeable, follow, and interpret and communicate Board policies and policy changes through administrative directive to personnel.
- I. Orient new staff members and assist in their development.
- J. Discuss and resolve individual student problems in cooperation with school staff and parents.

- K. Plan and lead appropriate staff meetings to keep staff informed of changes, programs and educational goals and objectives of the school.
- L. Work cooperatively with the Directors of Nutrition, Transportation, and Buildings and Grounds, in the coordination and supervision of each program and personnel.
- M. Work cooperatively with the Athletic Director in the inter-scholastic athletic program and school activities advisors.
- N. Prepare or supervise in the preparation of reports required or appropriate as directed and need for the school's administration.
- O. Serve on the district administrative team as required.
- P. Prepare, submit the school's budget and monitor the expenditure of funds.
- Q. Oversee the administration of Fund 60 student accounts within the building.
- R. Attend special events held to recognize student achievement, school-sponsored activities and athletic functions.
- S. Cooperate with college and university officials regarding student teachers.
- T. Keep the superintendent informed of school activities and happenings in a timely manner.
- U. Serve as the instructional leader and remain current regarding best practices through attendance at professional meetings, reading appropriate articles and publications and taking courses as approved.
- V. Serve as the disciplinarian of the school suspending student in or out of school in the best interest of the district and according to district and school policies. Make recommendations for expulsion in accordance with state statutes to the superintendent.
- W. Promote and attend grade and curriculum meetings as appropriate to review and advance the curriculum.
- X. Recruit, screen and chair interview teams and make recommendation to the superintendent of prospective employees.
- Y. Be knowledgeable of and carry out the West Salem School District policies. Plan and supervise appropriate emergency drills (fire, tornado, and other emergency preparedness drills.)
- Z. Annually review the building and grounds with the Director of Buildings and Grounds in order to make recommendation to the superintendent for consideration for improvement of facilities.
- AA. Daily review school safety concerns and sees that they are addressed.

- BB. Oversee the maintenance of materials and equipment inventories.
- CC. Deal with the public and school employees in a courteous and professional manner.
- DD. Shall perform all other duties as the superintendent may determine.

III. Supervisory Responsibilities:  
All Middle and Summer School Employees

IV. Qualification Requirements:  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience  
Master's Degree in Educational Leadership and a minimum of two years experience as a classroom teacher.
- B. Certificates, Licenses, Registrations:  
DPI licensing as a building level administrator, CPR, AED, First Aid and Driver's license.
- C. Language Skills:  
Ability to read, write, analyze and interpret general business periodicals, professional educational journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:  
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
  1. Ability to define problems, collect data, establish facts and draw valid conclusions.
  2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
  3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. Technology Skills:
  1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.

2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

Approved: January 25, 2010

Revised: March 26, 2018