

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

I. JOB TITLE: Middle School Principal

II. CERTIFICATION/QUALIFICATIONS: Intermediate Certificate in
Administration and Supervision

Master's Degree plus 15 hours of graduate work

Minimum of eight years of successful school experience, including at least three years of administrative experience. Prior experience spanning Grades 6, 7 and 8 is desirable.

III. WORK YEAR: 12 month assignment (225 days) the nature of the position demands considerable evening and week-end commitments.

IV. REPORTS TO: Director of Secondary Education

V. JOB GOALS: Plans for the availability of a comprehensive and high quality educational program for grades 6, 7 and 8.

Adapts the school's programs, services and procedures to the varied needs and interests of a heterogeneous group of students.

Helps to establish and clarify both short-term and long-range goals for the school and insures that they are educationally sound and administratively feasible; sets priorities for the school.

Creates a climate where faculty members may work together and with students cooperatively to achieve instructional goals.

Provides for the cooperative development, implementation and evaluation of policies and procedures to facilitate effective organization and administration.

VI. MAJOR RESPONSIBILITIES:

Guides and coordinates the educational program within the school; keeps instruction and learning foremost in his/her planning, and makes provisions for the supervision of instruction and learning.

A. Administration

1. Serves on various committees as assigned
2. Coordinates all preparations for the annual opening and closing of the school.

3. Prepares school budget requests after consultation with appropriate staff.
4. Provides direction for requisitioning supplies and equipment and controls the expenditure of funds for these accounts specifically allocated on a building level.
5. Serves as advisor or as a member of building committees charged with responsibilities for school additions and renovations.
6. Assumes overall responsibility for the building and grounds, works closely with the head custodian to insure that facilities are maintained in a clean and safe manner; insures that requests for maintenance and special services are promptly initiated and followed-up, if not completed within a reasonable period of time.
7. Develops, in cooperation with other administrators and the staff, policies and procedures which facilitates effective administration consistent with educational goals and objectives.
8. Develops procedures to cope with emergency and non-routine occurrences.
9. Works closely with cafeteria manager, transportation supervisor and school nurse to assure an effective operation of the school lunch, transportation and health programs.

B. Communications and Public Information

1. Interprets the school's education programs and policies to parents and to the community.
2. Participates as a member of, or advisor to, various parent groups and organizations designed to promote the school or school activities.
3. Responds to inquiries from parents and others about concerns and problems.
4. Represents the school before various community groups and organizations.

C. Instruction

1. Promotes a climate where faculty is encouraged to assess ongoing programs and to develop new ideas and programs.
2. Establishes procedures to review proposed curricular changes and to submit recommendation for promising changes to the system-wide curriculum committee.
3. Facilitates implementation of the instructional program through careful scheduling and utilization of personnel and the allocation of material resources.
4. Promotes instructional services such as library media services and insures that these programs complement the instructional subject fields.
5. Promotes research and instructional evaluation efforts among the guidance, administrative and teaching staff.
6. Meets periodically with Curriculum Leaders and Coordinators to review and evaluate existing programs and to discuss possible program changes.

D. Personnel

1. Staff Development

- a. Participates in the selection of certified and classified personnel assigned to the building.
- b. Interviews student teachers and coordinates student teaching program for the school.
- c. Organizes general faculty meetings and administrative staff meetings on a regular basis; appoints committees as needed.
- d. Promotes inservice education for the staff and organizes staff efforts to study specific issues and problems.
- e. Helps to interpret school policy and procedures for staff.

2. Supervision and Evaluation

- a. Assumes overall supervisory responsibility for personnel assigned to the building; works closely with immediate supervisors to insure an effective and on-going supervisory program.
- b. Visits classrooms either upon the request of other administrators or teachers, or at his/her own initiative.
- c. Reviews all evaluations of staff members and other evaluative reports originating from his/her assistant principal; serves as a resource person to the assistant principal, when necessary or requested.
- d. Assumes direct responsibility for evaluating the performance of the assistant principal, dean, counselors, head custodian, secretarial personnel and other personnel where circumstances may demand.

E. Pupil Guidance, Development and Services

- a. Works closely with guidance personnel to promote a comprehensive and effective Guidance program.
- b. Acts as an advisor to administrators directly responsible for student control and works with students referred by these administrators.
- c. Is available to students who wish to appeal decisions of assistant principal and teachers.
- d. Works cooperatively with faculty and students through such committees as advisory council or student government to deal with student concerns.
- e. Makes self accessible to students both during the school day and through attendance at a wide variety of extra class activities.
- f. Assumes overall responsibility for the student activities program and regularly supervises the work of faculty members assigned to specific duties.
- g. Assumes overall responsibility for the receipt and expenditure of student activity funds.

- h. Implements policies and deploys personnel to provide adequate supervision of school activities.

F. Special Education

1. Chairs PPT's or assigns designator, when appropriate.
2. Oversees building annual reviews.
3. Coordinates paperwork.
4. Coordination of regular education and special education goals.
5. Supervises special education staff.

G. Miscellaneous

1. Attends Board of Education meetings and work sessions as required.
2. Maintains liaison with state and local associations of secondary school principals.
3. Cooperates with colleagues.
4. Demonstrates through professional growth an interest in educational concerns.
5. Maintains the ethics of the profession.

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