

**Roswell Independent School District
Job Description**

Position: PRINCIPAL/ADMINISTRATOR FOR MIDDLE SCHOOLS

Supervisor: SUPERINTENDENT

General Job Description:

To use leadership, supervisory, and administrative skills to promote the educational development of each student. Follow all State and District competencies, domains, and expectations.

Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiative to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity and sensitivity.
3. Use effective people skills to communicate with all stakeholders.
4. Provide and maintain a safe environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, equipment, facilities, programs and time.
8. Maintain a familiarity with current educational issues through a process of ongoing personal development.
9. Use supervision, staff development and performance evaluation tools to improve the instructional process of the school. To do this, the principal follows procedures consistent with the state.
10. Comply with all School Board policies and administrative regulations.
11. Complete required reports and communications throughout the year.
12. Participate in the hiring of new staff members.
13. Make recommendations to Human Resources on termination, suspension, or non-renewal of employees assigned to campus.
14. Enhance public relations with community members, parents, staff and students.
15. Deal with information that is confidential regarding personnel and labor relations issues.
16. Supervise all staff attached to the school.
17. Supervise all other resource and service personnel while functioning in assigned school.
18. Form and meet with or appoint individuals to meet with all committees (SAT, SAC, etc.) in a consistent and timely manner.
19. Responsible for supervision of all activities.
20. Responsible for supervision of all extra-curricular activities and evening programs and/or assign a designee.
21. Evaluates programs and personnel in cooperation with the Director of Activities.
22. Encourages good conduct and sportsmanship of players, students, and fans.
23. Maintains facilities with assistance of the Maintenance Department.
24. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
25. Communicates effectively to staff/community the plans for instructional program improvement and requirements.
26. Follows specific procedures for incorporating services for students with special needs into the total educational program and for including these students into the total program of school activities.
27. Collects and utilizes information concerning students and community.
28. Use most current State and District mandated evaluation system for teacher evaluations and to observe employee performance, record observations of domains and/or competencies to conduct evaluation conferences with staff.
29. Reviews data and uses results to guide instruction.
30. Monitors the progress of the instructional program improvement plans.
31. Provides information on progress of programs to staff and others.
32. Identifies effective performance for staff and provides regular feedback.
33. Follows procedures consistent with the State and RISD Staff Performance Evaluation Plans.
34. Conducts staff meetings as necessary for solution of routine and emergency problems.
35. Adjusts assignments and resource allocations as necessary to achieve instructional program goals.
36. Keep records and prepares reports required by District policy.
37. Coordinates all activities, including ordering, accounting for requisitions, and distribution of instructional material.

PRINCIPAL/ADMINISTRATOR FOR MIDDLE SCHOOLS (CONT'D)

- 38. Assigns appropriate non-instructional administrative duties.
- 39. Supervises custodial staff to insure the day-to-day care, cleanliness, and safety of the building.
- 40. Establishes and maintains reasonable student discipline procedures.
- 41. Creates a sense of “ownership” by mission/vision for the school through increased involvement.
- 42. Personally recognizes, communicates, and celebrates student and staff achievement/accomplishment/success.
- 43. Promotes multicultural and ethnic understanding.
- 44. Builds a school climate based on positive attitudes.
- 45. Follows the Procurement Code.
- 46. Develops a close relationship between school/home by forming and cooperating with parent advisory councils.
- 47. Insures that school goals are clearly communicated to everyone.
- 48. Maintains effective communication with community through handbooks, newspapers, newsletters, bulletins, and/or activity calendar.
- 49. Ability to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
- 50. Perform any other duties/functions as assigned by the Superintendent.

Supervisory Responsibilities:

Supervise all staff and/or other resources/services attached to the school.

Qualifications:

- 1. Master’s degree.
- 2. Current New Mexico Administrative license as required by the State of New Mexico.
- 3. Five years’ experience in public school administration and supervision and/or teaching.
- 4. Valid Drivers’ license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May be required to make home visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date