

Newburgh Enlarged City School District
Job Description

TITLE:	MIDDLE SCHOOL PRINCIPAL (Grades 6-8)
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REPORTS TO:	Assistant Superintendent of Curriculum and Instruction
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QUALIFICATIONS:	<ol style="list-style-type: none">1. NYS SAS/SBL Certification.2. Certified Danielson Framework for Teaching 2011 Evaluator.3. Master's Degree Required.4. Minimum 5 years successful teaching, preferably at the middle level.5. Preferred experience as a middle school administrator.6. Understanding and/or involvement with fiscal and budget planning experience is desirable.
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JOB GOAL:	<p>To implement a middle level educational program in accordance with New York State Education Department regulations, the New York State Middle School Association Essential Elements and Newburgh Enlarged City School District expectations.</p> <p>To provide an environment where all students develop knowledge, skills, attitudes and behaviors that will promote their success.</p>
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none">1. Provide leadership in the areas of curriculum, instruction, and assessment.2. Support a middle level educational program that is comprehensive, challenging, purposeful, integrated, relevant and standards-based.3. Ensure that classroom instruction is delivered in a manner appropriate to the needs and characteristics of young adolescents provided by skilled and knowledgeable teachers.4. Deliver professional development and technical assistance based on the needs of faculty and staff as articulated in the school building plan.5. Assign, train, observe and evaluate all professional and non professional staff in collaboration with relevant district personnel.6. Create a supportive learning environment that promotes high standards for student conduct.7. Cultivate a culture of collaboration amongst students, staff, parents and community.
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DUTIES AND RESPONSIBILITIES:
(Continued)

8. Be a primary source of information and resources on young adolescents and their schooling.
9. Recognize and honor outstanding educators in the school.
10. Recognize and honor outstanding students in the school.
11. Create networks of educators, parents, and others involved in the lives of young adolescents.
12. Engage in continuous improvement efforts through planning and participation at team and committee meetings.
13. Work with constituent groups, in consultation with the office of curriculum and instruction, to identify effective models for programmatic, curricular, instructional and assessment issues.
14. Manage the school wide budget to maximize resources to improve student achievement.
15. Design a master schedule that will maximize instructional time and support the diverse needs of the students.
16. Require the use of data to inform decisions.
17. Manage the use of space to support school improvement
18. Maintain a school webpage that is easily accessible to parents and includes pertinent information and research.
19. Engage in other duties as may be assigned by the superintendent and his/her designee.