

Board Policy

Code No. 304.5E13

ADMINISTRATIVE DUTIES - MIDDLE SCHOOL PRINCIPAL

TITLE: PRINCIPAL - BETTENDORF MIDDLE SCHOOL

QUALIFICATIONS:

1. Master's degree from an accredited institution, with a major in administration and supervision.
2. Additional graduate work related to area of responsibility highly desirable.
3. A valid state certificate from the Iowa Department of Education to practice as a middle school principal.
4. A minimum of three years successful teaching experience required.
5. A minimum of two years successful administrative experience required.
6. Iowa Department of Education Evaluator Approval requirement met.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving within the assigned school and other staff members designated by the Superintendent.

JOB GOALS: To use supervisory and instructional leadership skills to promote the educational and personal development of each student.

To facilitate the development and implementation of the School Improvement Plan based on the philosophy and vision of Bettendorf Middle School.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility for instructional leadership for the total school. Supervises the teaching and learning of the school.
2. Provides leadership for the evaluation of current curriculum, revision of existing curriculum, and development of new curriculum in cooperation with the district administration, curriculum leaders, house/team leaders and other teachers.
3. Initiates, establishes and maintains effective instructional programs which Includes/incorporates: teaching methodologies, educationally appropriate materials, assessment, and analysis of results.
4. Responsible for the evaluation of staff including observing, conferencing and establishing job targets associated with instruction and instructional improvement.
5. Participates in professional activities to improve evaluation of staff and quality of instruction.

6. Develops a building in-service plan creating opportunities for staff development.
7. Responsible for knowing, informing staff and meeting state and national standards associated with instruction and curriculum.
8. Establishes high standards of student conduct, enforcing discipline as necessary, according to due process rights of students.
9. Establishes and maintains an effective learning climate at Bettendorf Middle School.
10. Exhibits a philosophy of middle level education that encourages participation and enthusiasm on the part of staff.
11. Conducts staff meetings as necessary for the proper functioning of the school.
12. Works cooperatively with staff, students, parents and school organizations.
13. Acts as a liaison between the school and community to foster understanding and solicit support for school programs.
14. Responsible for the maintenance of pupil and staff records.
15. Establishes age appropriate student activities, organizations, extracurricular and athletic activities.
16. Attends special events to recognize student achievement, school-sponsored activities, and athletics.
17. Responsible for decisions regarding all personnel (hiring, placement, etc.)
18. Anticipates and projects staffing based on student enrollment and budget.
19. Collaborates with staff in establishing building goals through the School Improvement Team.
20. Serves on building and district committees.
21. Assumes responsibility for his/her own professional growth through participation and membership in professional organizations; attendance at regional, state, and national meetings; and enrollment in advanced courses.
22. Responsible for the implementation of Board policies and regulations.
23. Assumes other duties as assigned by the superintendent.
24. Manages the school budget and monitors expenditures of funds.
25. Maintains and controls the various local funds generated by student activities.
26. Responsible for educational programs essential to the needs of exceptional children.
27. Coordinates home instruction for homebound students.
28. Approves staff leaves and field trips.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

Revised and approved: June 19, 2006
February 1, 2010