



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Principal- Middle School

**Prepared Date:** 01/19/2022

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### **JOB GOAL:**

Demonstrate effective instruction leadership skills that provide focus on student achievement. Guide development of a caring collaborative community that includes all stakeholders in the school. Provide purpose and vision for the school. Manage the human resources to ensure an orderly work and learning environment.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. A master's degree or higher with eligibility for Arkansas certification as a Building Level Administrator appropriate to assigned grade level.
2. A minimum of five years in teaching/administration, including a minimum of three years of teaching.
3. Excellent writing skills, as well as experience and expertise in strategies to infuse technology across the curriculum.
4. Broad knowledge of the principles and practices of school administration.
5. Persistent use of data and research-based focus on student achievement.
6. Has demonstrated experience in building partnerships and resources for a school.
7. Knowledge of financial management.
8. Outstanding and visible communication skills with the ability to welcome interaction with all member of the school community (students, teachers, families, community).

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. **Student Achievement Leadership:**



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- Emphasizes student achievement as the primary goal of schooling and achieves the desired student achievement results or performance goals.
  - Maintains high expectations and motivation of all students to engage in continuous learning and development.
2. **Organizational Leadership:**
    - Possesses commitment and facilitates the development of a vision and mission of learning for the school that promotes the success of all students.
    - Establishes and clearly communicates building priorities, long range goals and objectives.
    - Communicates effectively both orally and in writing.
  3. **Instructional Leadership:**
    - Analyzes, utilizes, and communicates school and student data to implement programs, technology, and curriculum that improves teaching and learning.
    - Provides leadership in the development of grades 6-8 learning environment that improves teaching and learning.
    - Leads curriculum development activities providing opportunities and encouragement for increased staff expertise.
  4. **Management:**
    - Assists in effective recruitment and recommends, develops, supervises, and evaluates staff.
  5. **Community Partners:**
    - Maintains a clear and open communication process with all internal and external school communities in the shared leadership of the school.
    - Promotes and encourages community, industry, and higher education partnerships.
  6. **Ethical Leadership:**
    - Demonstrates appreciation for and sensitivity to the diversity among individual and specific populations.
    - Respects confidentiality.
  7. **Environmental Context Leadership:**
    - Creates a feeling of trust and openness with students, families, and staff promoting the welfare of all members of the learning community.
    - Knows and applies policies, procedures, laws, and regulation enacted by school/district, state, and federal authorities.
    - Fosters a creative and innovative learning environment in which all students are inspired to excel.
    - Participates and maintains an effective and culturally diverse learning environment among the entire school community (faculty, staff, students, etc.).

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



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#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.