

Foster-Glocester Regional School District
Glocester, RI

Middle School Principal

A. QUALIFICATIONS:

The person filling this position must be eligible for a Rhode Island Administrative certificate with middle level endorsement, hold an earned Master's Degree (doctorate preferred) and have several years of pertinent administrative experience. In addition, he/she shall have at least five years successful experiences interacting with students on a humanistic level, plus a strong background in curriculum development.

B. IMMEDIATE SUPERVISOR:

Superintendent of Schools

C. POSITION FUNCTION:

The principal will serve as the educational leader of Ponaganset Middle School. He/she will be responsible for translating the policies of the School Committee into programs that will meet as many student needs as resources permit.

D. DUTIES:

1. Supervises all building personnel.
2. Screens candidates for positions, both certified and noncertified, within the building and recommends candidates to the superintendent.
3. Develops, implements and evaluates curriculum, in-service plans and assessment of programs and performance.
4. Is a member of the administrative team, which drafts policy for School Committee programs and performance.
5. Is a member of the administrative team that formulates administrative regulations to carry out approved policies.
6. Responsible for public relations as it relates to the middle school.
7. Evaluates the performance of all his/her subordinates in writing and assists staff to eliminate weaknesses and add to strengths.
8. When requested, provides reports to the superintendent on progress and problems.
9. Develops and monitors a budget to carry out approved programs.

10. Acts as the second level hearing officer for student, parent, or teacher problems in addition to non-certified personnel.
11. Directs the head custodian to conduct periodic inspections of buildings and grounds and initiates purchase orders and bid specifications for needed maintenance.
12. Supervises and attends a representative sample of after school and evening activities.
13. Carries out all other tasks as may be assigned from time to time by the superintendent.

Initial Reading/Adoption: 1977
Revised: May 5, 1998