



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Middle School Principal
Payroll/Personnel Type:	12 Month
Job #:	8160
Reports to:	Network Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The principal: perform duties required to direct and coordinate educational, administrative, and counseling activities of a school community including general supervision of all employees assigned to that school; reports to the Network Superintendent; and is responsible for the achievement of school goals. Some of the most important goals include, but are not limited to:

- Maintain safe, secure, and supportive culturally responsive learning environments for students
- Sustain improvement in state assessment scores, national standardized tests, graduation rates, student, and staff attendance rates
- Increase student proficiency and evidence of learning in district curriculum standards and course work
- Increase graduation rates and course completion rates while decreasing discipline referrals and suspension rates
- Maintain visible parent and community participation in school processes and activities
- Ensure high level of satisfaction, sense of belonging, and professionalism with and among all staff

Essential Functions:

- In order to achieve the above goals, the principal performs the activities listed below

School Culture

- Create a quality school improvement plan that focuses on teaching and learning goals and expectations
- Observe instruction and student culture to determine highest-leverage action steps for teachers and provides coaching in order to facilitate continuous growth in management and instruction
- Supervise, assess and evaluate all components of the instructional process, including regular teacher evaluations
- Develop, evaluate and coordinate school objectives and educational programs to ensure conformance to appropriate standards and achievement of goals
- Use data to determine and develop professional development for whole staff, small group, and individual professional growth
- Develops positive student and staff rapport and is visible throughout school while establishing a climate of belonging, respect, and high expectations for all

Academic Leadership

- Motivate and mobilize staff toward fulfilling the school vision, strategy and goals
- Develop new school-level policies, procedures and guidelines as needed
- Develop and implement plans to ensure regular attendance by staff and students
- Lead school team via coaching, professional development, management, and evaluation to implement a culture of high behavioral expectations



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- Build and implement school-wide systems to support a culture of high expectations, include student-level, class-level, and school-level routines procedures
- Demonstrate deep content knowledge about school climate and student culture, including discipline, trauma-informed approaches, and culturally responsive practices
- Use data to ensure all students receive equitable supports
- Partner with teachers, students, and parents to identify and plan corrective action for educational, attendance, and behavioral issues
- Hold and model the belief that all students can reach ambitious goals
- Set and achieve ambitious goals to ensure all students are prepared for the next level of learning

Community and Relationship-Building

- Establish and maintain relationships with other schools, organizations, and district departments to coordinate services
- Engages families and the community in school processes and develops a comprehensive school communication strategy inclusive of families and community members
- Demonstrate awareness and responds appropriate to on-going national, regional, and local changes that may affect the school environment and operations
- These changes may be social, economic, legal and/or cultural in nature
- Serve as liaison officer between the school and the Police Department
- Management and Operations
- Develop a recruitment plan to ensure sustainability and growth of student population
- Organize and administer the school in conformity with the policies of the Board of Education and administrative guidelines of the Superintendent of Schools
- Plan, supervise, direct and manage the daily operation of the school in conformance with local, state and federal law, and in conformance with district policies, procedures and guidelines
- Supervise all school personnel, directly or indirectly, to include training, analyzing and resolving work problems or assisting in solving work problems
- Collaborate to select and retain staff
- Plan and prepare the school budget to ensure appropriate funding is obtained and monitor expenditures to ensure budget compliance
- Monitor volunteer programs where beneficial to the school
- Ensure appropriate supervision of extracurricular activities during and outside the regular school day
- Collaborate with facilities staff to ensure proper maintenance and safety of the school building and grounds
- Perform other duties or special projects as assigned or as needed to ensure the safe and efficient operation of the school

Knowledge, Skills, and Abilities:

- Collaborate with others to create a compelling, shared vision and strategy, and goals for school success
- Communicate effectively and persuasively in writing, in one-on-one communications, in meetings, and in large group presentations
- Collaborate effectively with organizations in the community and relate to the public in a positive and constructive manner (e.g., parents, interest groups, supporters, government agencies)



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- Use a data-driven approach to assess and make decisions for improving student achievement, employee performance and school operations
- Establish and manage projects to successful completion
- Demonstrate effective talent management practices, including selection, staffing, supervision, performance appraisal, performance recognition, staff development and promotion
- Lead change initiatives and ensure sustainability
- Establish and maintain effective working relationships
- Demonstrate critical thinking skills when reviewing data and addressing issues that involve both abstract and concrete variables
- Surface problems, initiate action and solve problems in a timely manner
- Ensure equity among programs and learning opportunities for staff, students and parents
- Demonstrate appreciation for and sensitivity to diversity
- Ensure effective performance management and staff development practices for all school staff are in place
- Demonstrate initiative and follow-through on own professional development plans
- Demonstrate emotional intelligence, integrity, fairness and ethical behavior
- Execute all school-related policies, procedures and guidelines
- Execute all school-related legal requirements
- Exhibit strong knowledge of auxiliary programs, processes and needs (e.g., transportation, food services, maintenance, and facilities' management)
- Exhibit knowledge of school, federal, state and local fiscal management policies and practices
- Value behaviors, traditions etc. associated with different cultures
- Exhibit knowledge of state, federal and board guidelines related to curriculum development
- Execute modern office practices, procedures and equipment

Experience:

- Minimum of four full years of experience as a full-time educator in a preK-12 setting
- Minimum of one full year of experience providing formal instructional coaching supervision to educators in a preK-12 setting (preferred)

Education:

- Master's Degree in Education (required):
- Missouri Administrator Certificate (required): School Leader K-12, Principal K-8, Principal 7-12
- Valid school administrator license in the state of Missouri or transferable license
- To be offered a contract as a principal with SLPS, candidates must have a full, valid and/or transferable administrator license when applying

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

