

## **JOB DESCRIPTION**

<b>Position Title:</b>	<b>Lower and Middle School Principal</b>
<b>Date Modified:</b>	January 2019
<b>FLSA Classification:</b>	Exempt, Non-Instructional Staff
<b>Reports To:</b>	Assistant Head of School
<b>Position Purpose:</b>	The Principal is responsible for administering, managing and supervising the Lower and Middle School in the areas of instruction, personnel (faculty, staff and students), curriculum and budget.

### **Essential Functions**

1. Working with the Assistant Head of School, Lower School Faculty, and Middle School faculty, develops, maintains and supervises the Lower and Middle School program.
2. In coordination with the Assistant Head of School and establishes systems, teaching practices and policies that ensure discussion and appropriate educational intervention for all Lower and Middle School students.
3. Working with Lower and Middle School faculty, shapes the academic and social environment of the Lower and Middle School.
4. Works directly with students and parents on disciplinary issues.
5. Communicates issues, decisions and information to Lower and Middle School faculty, students and parents, as well as to other school divisions and departments, as appropriate.
6. In coordination with the Assistant Head of School, establishes systems to help students, parents and teachers monitor student progress.
7. Coordinates the writing and communication of Learning Profiles, progress reports and other student documents.
8. Communicates regularly with parents via mail, email, conferences, group meetings and/or telephone.
9. Oversees the scheduling of semester classes and semi-annual student conferences.
10. Oversees the coordination of the co-curricular and extra-curricular activity programs of the Lower and Middle School, assisting in maintaining and communicating the calendar of Lower and Middle School events.
11. Together with the Assistant Head of School and the Lower and High School principals, establishes guidelines for proper student conduct and dress, monitors students' adherence to established school rules and maintains accurate records of student attendance.
12. Fosters teacher leadership, collegiality and a healthy adult culture

13. Conducts regular meetings with Lower and Middle School faculty dealing both with routine school matters and with the exchange of ideas on issues of educational/philosophical interest and concern.
14. Keeps current with, and is cognizant of, school requirements for level-specific students, in coordinating with the Assistant Head of School, counselors, and other administrators (e.g. Admissions). This includes but is not limited to state graduation requirements, psycho-educational testing and accommodations, and other standardized student assessments. The Principal is expected to keep up with current independent and public school trends and practices and assist students, when necessary, with transitions to other school settings.
15. Works with the Director of Admissions to evaluate Lower and Middle School applicants.
16. Keeps current with educational research, practices and initiatives, attending meetings and conferences, and maintaining relationships with other professionals in the education field.
17. Approves purchases from the Lower and Middle School budget, and submits requests for materials to the Business Office.
18. In coordination with the Assistant Head for Finance and Operations
19. , oversees the physical appearance and function of the Lower and Middle School.
20. Supervises and evaluates Lower and Middle School faculty, assisting them in establishing their annual goals.
21. With the Human Resources Director, orients and assists new Lower and Middle School faculty.
22. With the Human Resources Director, interviews Lower and Middle School teacher candidates.
23. Serves as a member of The Howard School's Leadership Team, working closely with all members, especially the Assistant Head, and Lower and High School principals.
24. Performs other job-related duties as required.
25. Regular and predictable attendance is an essential function of the job

## **Qualifications**

1. Flexible, collaborative, creative, organized and passionate about emerging research, pedagogy, and educational initiatives.
2. Master's Degree in an education-related area, with preference given to candidates with training and experience in literacy, special education or robust differentiation.
3. A preference of a minimum of seven to ten years administrative experience in a school, with preference given to candidates with independent school experience.
4. Outstanding verbal and written communication skills.
5. Demonstrated leadership and facilitative skills.
6. Ability to collaborate and work well with all faculty and staff.
7. Passion for the education of learning-disabled students.

## Physical Requirements and Work Environment

1. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 75 pounds; and to bend, stoop climb stairs and reach overhead.
2. Work primarily in a traditional climate controlled office environment.
3. Work intermittently in outside weather conditions, including extreme heat and cold.

*The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.*

---

Supervisor/Title

---

Date

---

Human Resources

---

Date

---

Head of School

---

Date