**MIDDLE SCHOOL PRINCIPAL – TWINSBURG CITY SCHOOLS**

Category: **Administration/Principal**
Date Posted: **2/7/2025**
Location: **R B Chamberlin Middle School**
Date of Availability: **08/01/2025**
Date Closing: **Until Filled**

**To Apply, Click Here:** [**MIDDLE SCHOOL PRINCIPAL - TWINSBURG CITY SCHOOLS**](https://www.applitrack.com/twinsburg/OnlineApp/JobPostings/View.asp?AppliTrackJobId=1272)

**Title: MIDDLE SCHOOL PRINCIPAL**

**Reports to: Superintendent**

**Description: Serves as the middle school’s head Administrator.  Provides staff leadership to carry out adopted educational programs and services. Promotes an effective learning environment.  Encourages educational innovations.  Promotes close working relationships with parents, students, and staff.  Keeps the Superintendent informed about current activities and emerging issues.**

**Minimum Qualifications:**

* **Valid Ohio Principal’s license.**
* **Certified OPES Evaluator.**
* **Certified OTES Evaluator.**
* **Science of Reading Pathway F Credentialed.**
* **Documented evidence of a clear criminal record (FBI and BCI).**
* **Meets all prerequisite qualifications to be bonded.**
* **Trained in ALICE school safety process.**

**Supervisory Responsibility:**

**Under the direction of the Superintendent:  directs, supervises, and evaluates assigned staff as authorized by Board policy, administrative regulations, and contractual agreements.  Assumes responsibility for the results of duties delegated to staff.**

**Duties and Responsibilities:**

**The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.**

* **Directs the effective delivery and continuous improvement of educational programs and services to achieve the District’s written, implemented, and assessed curricula and mandated proficiencies.**
* **Develops performance goals and a strategy to accomplish approved objectives within specified time lines.  Maintains effective communications with staff to resolve problems and sustain progress.**
* **Upholds Board policies and follows administrative procedures.**
* **Promotes a favorable image of the school district.**
* **Participates as an active member of the District’s administrative team.  Helps develop and implement the District’s continuous improvement and strategic plans.**
* **Helps prepare grant and foundation proposals.**
* **Administers the Board-approved budget.  Ensures that collection and dispersal procedures are properly documented.  Authorizes the purchase of essential program supplies and equipment.**
* **Enforces applicable Ohio Revised Codes.  Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.**
* **Oversees enrollment and withdrawal procedures.**
* **Oversees the timely submission of reports, records, and inventories.  Maintains District records for the maximum period mandated by law and/or Board policy.**
* **Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.**
* **Respects personal privacy.  Maintains the confidentiality of privileged information.**
* **Promotes the effective use of available technology in instructional and records management activities.  Upholds computer technology acceptable use policies.**
* **Participates in staff selection and orientation processes.**
* **Promotes the development of staff leadership.**
* **Develops a master schedule.  Ensures the equitable distribution of workloads and extra assignments.  Provides for classroom coverage during teacher absences.**
* **Prepares and distributes a school calendar.  Observes established school hours.**
* **Monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.).**
* **Provides leadership in the planning of staff in-service programs.**
* **Oversees State and District testing programs.  Analyzes test results.  Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.**
* **Keeps current with the K-12 courses of study, the District’s scope and sequence framework, and State standards/guidelines.**
* **Promotes the continuity of the instructional program.  Provides insights about the progression of student skills and key contributions made by staff at each level.**
* **Supports appropriate research and pilot projects.  Encourages staff to develop, publish, and distribute innovative instructional/program materials.**
* **Revise and oversee the distribution of student handbook and staff handbook.**
* **Communicates high expectations and shows an active interest in student progress.**
* **Maintains high standards and upholds the student conduct code.**
* **Helps teachers with discipline issues.  Prepares student conduct and discipline recommendations for the Superintendent’s consideration.**
* **Oversees the supervision of building activities (e.g., student arrival/departure, loading buses, parking lots, lunch periods, hall duty, etc.).**
* **Oversees procedures governing student-driving privileges.**
* **Implements procedures to protect school property and help ensure the health, safety, and well-being of students, staff, and visitors.**
* **Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.).  Responds to building emergencies as requested.**
* **Provides for the supervision, scheduling, and evaluation of co-curricular and extracurricular non-athletic student activities.**
* **Works with the Athletic Director to support the middle school athletic program.**
* **Works with special education staff to ensure the provision of services mandated by State and Federal law. Participates in IEP and 504 meetings.**
* **Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).**
* **Works with MTSS coordinator and attends meetings with students and parents.**
* **Maintains visibility and participates in school activities as time permits (e.g. clubs, athletic events, local and overnight field trips, etc.).**
* **Encourages parent organizations and supports student activities as time permits.**
* **Reports evidence of suspected child abuse as required by law.**
* **Builds community partnerships that enhance district programs and services.**
* **Participates in National, State, and/or Regional activities that advance District goals.**
* **Participates in staff meetings and professional growth opportunities.**
* **Accepts responsibility for decisions and conduct.  Strives to develop rapport and serve as a positive role model for others.**
* **Performs other specific job-related duties as directed.**

**Required Knowledge, Skills and Abilities:**

* **The following characteristics and physical skills are essential for the successful performance of assigned duties.**
* **Demonstrates professionalism and maintains a positive work attitude.**
* **Articulates a clear vision and provides leadership to advance the change process.**
* **Delivers a positive work environment and engenders staff enthusiasm.**
* **Skillfully manages individual, group, and organizational interactions.**
* **Effectively uses verbal, nonverbal, writing, and listening skills.**
* **Completes detailed paperwork accurately.**
* **Organizes tasks and manages time effectively.**
* **Interprets information accurately and initiates effective responses.**
* **Averts problem situations and intervenes to resolve conflicts.**
* **Maintains an acceptable attendance record and is punctual.**
* **Travels to meetings and work assignments.**

**Working Conditions:**

* **Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.**
* **Potential for exposure to blood borne pathogens and communicable diseases.**
* **Potential for interaction with disruptive and/or unruly individuals.**
* **Exposure to adverse weather conditions and seasonal temperature extremes.**
* **Duties may require operating and/or riding in a vehicle.**
* **Duties may require prolonged use of a computer keyboard and monitor.**
* **Duties may require working under time constraints to meet deadlines.**
* **Duties may require working during the evening and/or weekend.**
* **Potential for exposure to danger in emergency situations (fire, intruder).**

**Performance Evaluation:**

* **Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.**

***The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability.  This job description summary does not imply that these are the only duties to be performed.  This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.***

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