



## BINGHAMTON CITY SCHOOL DISTRICT

### POSITION DESCRIPTION

Position: East Middle School Principal

Qualifications: New York State Certification School District Administrator (SDA) or School District Leader (SDL)

Preferred:

- A minimum of three years of experience as a successful building leader
- Current knowledge of Best Practices and NYSED Standards and Assessment
- Completions of AAPR Lead Evaluator training
- Documented record of improving student achievement
- Ability to engage a diverse community and familiarity with supporting Culturally Responsive teaching and learning.

Job Goal:

- To support the District's mission and strategic plan
- To serve as an exceptional instructional leader for all students and staff
- To develop and sustain an educational climate that fosters learning as a life-long process
- To demonstrate the belief that all students can learn and achieve at high levels
- To oversee the administration, supervision, and operation of a middle school program
- To interpret, enforce and develop regulations that are in agreement with Board of Education policies, state and federal laws
- To be responsible for supervision, curriculum development and the improvement of instruction

Reports to:

Superintendent of Schools

Performance Responsibilities:

1. Coordinate student personnel services, including implementation of a positive and productive educational climate in which student learning flourishes.
2. Develop a Master Schedule that supports high quality instruction while meeting the social and emotional needs of students.
3. Supervise activities of the Assistant Principals relating to the planning, organizing, and operation of special services, such as attendance, counseling, psychological services, and testing.

4. Actively participates in the recruitment of staff and their assignments.
5. Conduct classroom observations in accordance with APPR guidelines.
6. Supervise and evaluate all staff employees.
7. Keep abreast of developments of middle school issues by participating in regional, state and local meetings.
8. Provide leadership for the planning, development and implementation of middle school curriculum and evaluation of instructional programs.
9. Utilize the DDI process to improve student achievement and analyze data to inform curriculum and instruction.
10. Work collaboratively with parents/guardians and community members to increase understanding and support for the school.
11. Work collaboratively with staff to encourage professional growth.
12. Develop high quality staff development programs.
13. Provide input into the development of the building budget.
14. Ensure that safety procedures and emergency plans are up-to-date and adhere to the district's policy on conducting drills.
15. Maintain an efficient and effective facility, adhering to health and safety standards.
16. Maintain an inventory of school property and equipment.
17. Ensure all required reports and mandates are met per board, local and state requirements.
18. Plan, organize and supervise recognition programs for school activities.
19. Demonstrate leadership skills that will encourage students and staff to achieve at high levels.

**Personal Qualifications:**

1. Demonstrated interpersonal skills, including a sense of humor, ability to inspire, sensitivity to concerns of others, enthusiasm, dependability, integrity, openness for change, and the desire to work collaboratively with students, staff, parents and community.
2. Demonstrate support for school programs through high visibility at school and community functions and events.

**Terms of Employment:** Salary - Category III, is established by the Binghamton Administrative and Supervisory Association Contract.

**Evaluation:** Annual performance evaluation conducted by the Superintendent of Schools