



**POSITION DESCRIPTION**

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| <b>JOB TITLE: Principal</b><br>Job Class: 5000, 5002, 5003, 5004, 5006, 5007, 5008, 5009, 5010, 5011, 5019, 7300, 7301, 7304, 7305, 7310, 7505, 9252  |                                       |  |
| <b>DATE</b>   | <b>DEPARTMENT OR SCHOOL</b><br>Varies | <b>DIVISION</b><br>Varies  |
| <b>BARGAINING UNIT:</b>   |                                       | <b>FLSA STATUS:</b> <input type="checkbox"/> Exempt<br><input type="checkbox"/> Non exempt |
| <b>Pay Schedule:</b>  | <b>Pay Range:</b>                     | <b>Management Approval:</b>  |
| <p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)<br/>Directs and manages the instructional program and supervises operations and personnel at the campus level. Provides leadership to ensure high standards of instructional service according to the Milwaukee Public Schools educational plan. Oversees compliance with district policies, success of instructional programs and all campus activities.</p> |                                       |  |

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides leadership for the activities supporting the Milwaukee Public Schools (MPS) educational process to include establishing and maintaining the learning climate, programming of classes to meet student needs, supervising all support services for the school and ensuring proper student conduct and discipline procedures are maintained.
2. Supervises the school's teaching process, utilizing resources from central office as necessary.
3. Plans, organizes and directs the implementation of all school activities and evaluates them (with assistant principals, if appropriate) in accordance with the policies of the Board of School Directors and/or directives of the superintendent.
4. Initiates, designs and implements programs to meet specific needs of assigned school within guidelines established by administration.
5. Establishes and maintains a favorable relationship with local community groups and individuals to foster understanding and to solicit support for school activities. Communicates Board policies and directives from the superintendent to the community. Meets with parents to discuss and resolve student problems.
6. Ensures that all newly assigned staff members are oriented to the building and their various departments and ensures continuing professional development as necessary.

7. Coordinates various support activities to include maintenance and repair of the building and grounds, school nutrition and lunch program, recreation department activities on campus, financial, budgeting and accounting functions, library and/or bookstore functions and clerical activities.
8. Supervises and implements specialized education programs offered at the school.
9. Directs various athletic programs, extra-curricular activities, music and dramatics programs and school sponsored social events.
10. Evaluates and counsels all staff members regarding their individual performance according to established policies and bargaining unit contracts.
11. Attends district meetings as required. Maintains currency in professional field through appropriate literature and attendance at conferences and seminars.
12. Conducts regular staff meetings to ensure staff is updated on MPS policies and new and emerging research.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction is provided by the assigned Leadership Specialist.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises, coordinates and oversees the activities of the entire building staff.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A master's degree in education or a related field and eligibility to obtain a Wisconsin principal's license at the appropriate level upon appointment.

**Experience Requirements**

Three to five years experience as a teacher in a K-12 setting and at least one year of experience as an administrator in a school system.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. Incumbent should possess strong instructional leadership and curriculum development skills. Must be able to develop long-term and short-range goals. The ability to apply good diagnostic and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary. Must have a belief that all children can learn, regardless of their background.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, occasional driving between locations, must be able to handle light lifting and occasional standing, bending. Must maintain visibility with the school staff and students.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**