

**Innovation Academy Charter School
Job Description**

Job Title:	Middle School Principal – 7/8
Reports to:	Executive Director
Date last amended:	February 10, 2010

JOB SUMMARY

The Middle School Principal of 7/8 and Specials is the instructional leader at the upper middle school and for the specials program, spending the majority of his/her time supporting and providing supervision to classroom teachers as well as overseeing the day to day student culture. S/he serves as the point person for the middle school at grades 7/8 to the Executive Director and provides indirect supervision to administrative staff in the ED's absence.

RESPONSIBILITIES

ENSURE QUALITY OF TEACHING STAFF on 7/8 and in specials classes

- Manage recruitment and selection process to acquire excellent teachers and instructional aides.
- Create and manage effective induction program for all new 7/8 and specials teachers.
- Develop and manage effective evaluation process for 7/8 and specials teaching staff.
- Create and implement professional development plan to continuously improve teacher performance.
- Ensure 7/8 and specials teaching staff have read and understood faculty handbook.
- Train all 7/8 and specials staff on school-wide goals, processes, and procedures.

SUPERVISE TEACHERS AND STAFF

- Collaborate with supervisees to set and revise performance objectives.
- Observe supervisees' lessons regularly and provide informal feedback
- Model teaching techniques for supervisees and provide supervisees opportunities to observe excellent teaching.
- Lead mid-year reviews of supervisees' progress toward performance objectives
- Evaluate staff at end of year, including recommendations for re-hiring.
- Ensure staff access to appropriate professional development opportunities.
- Coordinate performance improvement plans, including drafting short term performance objectives required for job retention.
- Terminate staff who fail to meet performance objectives.
- Respond to any concerns of parents regarding the teaching staff you supervise.
- Meet regularly with 5/6 Middle School Principal, curricular area leaders, Student Services Director and the Executive Director and HS administrative team.

CURRICULUM DEVELOPMENT AND DOCUMENTATION

- Ensure that curriculum is aligned with the curriculum frameworks and collaborates with the curricular area leaders to ensure that the curriculum is vertically aligned throughout the school.
- Ensure that curriculum is designed to meet the needs of all learners (includes support and extension work)
- Develop the role of curricular area leader, revising job description and making the role sustainable so that it supports the work of the principal.
- Ensure curriculum is documented in an organized fashion, with a common system, and is easily accessible to visitors seeking to learn from IACS teaching methods.
- Ensure the development of project curriculum that integrates at least two subject areas.
- Ensure that systems thinking and technology are integrated throughout the curriculum.
- Supervise the work of the curricular area leaders.
- Ensure NCLB coordination and the writing of all NCLB grants.
- As needed, oversee ELL program with ELL coordinator (home language surveys, record reviews as needed, formalize assessment etc.)
- Ensure reporting of annual school goals for educational performance for the Accountability Plan.

ASSESSMENT

- Ensure students are developing high quality portfolios of student work.
- Ensure students are motivated to take and be prepared for success on the MCAS.
- Ensure students are fully prepared with excellent work for Quality Night presentations.
- Focus curriculum so that students make yearly measurable gains on MCAS testing.
- Prepare the staff for the administration of standardized testing sessions.
- Ensure a standardized testing schedule that provides the best opportunity for all students to succeed.
- Ensure that portfolio standards are set at a high mark.
- Coordinate and serve on portfolio juries for 8th graders.
- Ensure the use of standardized test data in the development and implementation of curriculum.
- Ensure that all quarterly assessments are completed in a timely fashion and that the feedback to students is meaningful.
- Manage academic probation process.
- Ensure that all materials and groups are set so that students needing accommodations and modifications on assessments receive them.

EDUCATIONAL PROGRAM

- Ensure that the school culture supports academic program goals
- Manage retention/summer school process for 7/8 students
- Oversee the 7/8 Student Assistance Team process for those who have been referred
- Manage 504 process for 7/8 students.

STUDENT LIFE

- Serve as disciplinarian for the 7/8 team
- Ensure adherence to the student and family handbook and make updates as necessary
- Manage and lead all school meetings with 7/8 students
- Assist students and IACA in planning and organizing social events
- Meet regularly with the Social Worker and Student Services Director to troubleshoot and pinpoint student behavior issues

FAMILY AND COMMUNITY INTERACTION

- Communicate the goals of the educational program to the community and interact with families in regards to all issues of teaching at the school.
- Collaborate with curricular leaders to plan parent nights to review each curricular area, attend each of these parent nights.
- Represent the academic program and policies to families
- Assist in developing bi-weekly parent letter, *The Connection*
- Ensure communication to families regarding discipline and behavior

ADMINISTRATIVE DUTIES

- Develop agenda and lead weekly staff meetings; ensure that minutes of meeting are kept and are accessible for absent staff members.
- Ensure implementation of education program section in line with the Accountability Plan for the Department of Education.
- Complete section of Annual Report focused on Academics.
- Submit required reports in a timely fashion and revise as necessary.
- Create policies and procedures that ensure academic program is implemented effectively.
- Plan for and direct summer school program as needed.
- Monitor and oversee WCC and after school help sessions.
- Develop “duty” schedules
- Develop and disseminate teacher and staff schedules
- Oversee the development of standardized testing schedules with 5/6 Principal
- Serve as DSS/Court contact for the school
- Serve as school truancy officer
- Serve as homeless coordinator for 7/8 students
- Manage and format school wide x2 database for the middle school

BOARD AND EXECUTIVE DIRECTOR ASSISTANCE

- Provide leads for the recruitment of Board Members.
 - Provide feedback, support and advice as needed.
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QUALIFICATIONS

- Passion for working with students, families and staff toward the IACS mission.
- Skills to organize, mentor, team build and in management.
- Ability to set up systems for a sustainable work environment.
- Classroom teaching experience in a project based, interdisciplinary environment at the Middle School Level (preferably working with students with a variety of social and academic needs).
- An ability to work easily with students and adults of all backgrounds.
- Understands the importance of and believes in teamwork and community.
- B.A., Masters in Education or relevant field preferred
- 5+ years working in a school as a teacher, preferably some experience working as a school building administrator.