

**WILMINGTON PUBLIC SCHOOLS  
WILMINGTON, MASSACHUSETTS**

**JOB POSTING**

**POSITION:**                             **Interim Middle School Principal**  
Wilmington Middle School

**SUMMARY:** Provides instructional leadership to staff, including curriculum planning, review and implementation; professional development; the implementation of all school committee policies, and the development of administrative systems and procedures which maximize the effectiveness of the middle school program. Responsible for day-to-day building administration and the safety and welfare of both students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (to the extent possible)

- Exhibits leadership qualities and skills such as effective communication, interpersonal, problem solving, technology proficiency, and collaboration.
- Assumes responsibility for supervision and discipline of students in conjunction of assistant principals.
- Maintains high standards of student conduct and enforces fair discipline.
- Interacts with students in a constructive manner to encourage all staff members to perform at his/her highest level.
- Oversees attendance, conduct and health of students in conjunction of assistant principals.
- Administers the implementation of educational plans for students with special needs, in accordance with Chapter 766 regulations in conjunction of the assistant principals.
- Oversees the assignment and grade placement of students.
- Assumes responsibility for classification, promotion, or retention of students within building.
- Assumes responsibility for organizing outdoor activities and lunchroom in the best interests of the students.
- Monitors student support meetings.
- Initiates staff and/or parent conferences when appropriate.

- Participates as an active member of the local Parent/Teacher Organization and maintains relations with parents, parent groups, school volunteers and outside agencies.
- Establishes and maintains ongoing communications with parents and the community about the school through newsletters, media presentations and/or press releases.
- Supervises the daily activities of the instructional and support staff in conjunction with the assistant principals.
- Supervises, evaluates and schedules appropriate certified and non-certified personnel that are assigned to the school.
- Evaluates performance and effectiveness of programs and staff. Coordinates in-service training for staff.
- Participates in district-wide activities, in-services, committees, as appropriate.
- Recommends new professional and support staff to the Superintendent of Schools, in accordance with the School Committee policy.
- Prepares annual schedules for teachers, support staff, and students.
- Participates in district wide and school-based induction activities.
- Serves as a member of the Leadership Team other district level committees as assigned by the Superintendent of Schools.
- Conducts regular faculty meetings.
- Supervises the maintenance of the school facility and recommends all necessary repairs and daily problems to the Public Buildings department.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school.
- Establishes systems and processes which ensure the safety and well-being of all school members, i.e., fire drills, bus evacuation, cafeteria dismissal.
- Approves the use of the school facilities by parents and the community and forwards this information to the Superintendent of Public Buildings.
- Keeps abreast of changes and developments in the profession by maintaining a current Professional Development Plan and administrative licensure as required by the Massachusetts Department of Elementary and Secondary Education.
- Directs the educational program of the school.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.

- Initiates, designs, and implements programs which meet the needs of the school in concert with the Superintendent and Assistant Superintendent of Schools.
- Assumes responsibility for assisting and monitoring development of the district curriculum and in planning and adapting the courses of study based on student needs and interests.
- Monitors and administers the building budget, in conjunction with the School Council, the Director of Administration and Finance, and the Superintendent of Schools.
- Assumes responsibility for ordering supplies, textbooks, equipment, and all other materials necessary to the operation of the school, through the Director of Administration and Finance, in compliance with district finance policies and procedures.
- Ensures that all policies and regulations at the local, state, and national level are fulfilled by staff and students.
- Works collaboratively with other administrators in coordinating academic standards, instructional programs, curriculum and other system wide responses.
- Completes other duties as assigned by the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES:**

- Manages employees in the middle school. Responsible for the overall direction, coordination, and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION/EXPERIENCE:**

- Master's Degree
- Five years' classroom teaching experience.
- Three to five years' administrative experience preferred

**LICENSURE:**

- Valid DESE Principal/Assistant Principal 5-8 license

**START DATE:**                      ASAP

**APPLICATION DEADLINE:**    Until Filled

**APPLICATION PROCEDURE:** Please send a letter of interest and updated resume to: Andrea Stern Armstrong, Director of Human Resources: [andrea.armstrong@wpsk12.com](mailto:andrea.armstrong@wpsk12.com)

External Candidates should submit application on School Spring.

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.