

Manassas Park City Schools – 1 Park Center Court, Suite A, Manassas, Park, VA 20111
Vacancy Notice/Position Description

June 4, 2018

POSITION: Principal – Manassas Park Middle School 12-Month Position
SALARY: \$101,517 - \$131,972
APPLICATION DEADLINE: June 14, 2018
IMMEDIATE SUPERVISOR: Division Superintendent

ESSENTIAL JOB FUNCTIONS (knowledge, skills, abilities, duties and responsibilities, physical conditions and nature of work, work environment):

KNOWLEDGE, SKILLS & ABILITIES:

- Must hold a Postgraduate Professional license with an endorsement or eligible for endorsement in administration and supervision preK-12 with the Virginia Department of Education,
- Minimum of three years teaching experience and two years administrative experience preferred,
- Must possess extensive knowledge of the curriculum and instructional program including content and methodologies, and the integration of technology into the instructional program specifically in a 1:1 digital learning environment,
- Must possess organizational skills required to plan, implement and evaluate the school program and lead the teaching and support staff in achieving the school division's goals,
- Must possess supervisory skills that include delegating work, monitoring staff development and evaluating staff effectiveness,
- Must possess highly developed communications skills to interact with community members, parents, students, teachers and other administrators.

DUTIES AND RESPONSIBILITIES:

- Responsible for the daily instructional leadership, supervision of curriculum and instructional programs, staff selection, evaluation, observation, student services, discipline, and other assigned management responsibilities,
- Organizes and conducts a program of instructional supervision and evaluation including classroom and teaching observations,
- Implements curriculum and establishes educational objectives consistent with division goals and the Virginia Standards of Accreditation,
- Develops an efficient system for student and program appraisal, recommending changes as needed to meet student needs,
- Provides leadership for the operation of the middle school program consistent with district and state regulations,
- Prepares and administers the school's budget and manages the school's finances,
- Assumes the responsibility for the supervision and development of the courses of study within the middle school offered in meeting the needs of the students and the community in general, subject to approval by the Division Superintendent and School Board,
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment,
- Assumes responsibility for security, and maintenance requirements of the building at all times,
- Performs other tasks as assigned by the Division Superintendent.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other staff and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

HOW TO APPLY Apply through our website at www.mpark.net.

Manassas Park City Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

EQUAL OPPORTUNITY EMPLOYER