

# Middle School Principal, Lancaster Campus

## Summary of Position

The principal provides visionary leadership implementing the mission of Lancaster Mennonite School at the Lancaster Campus, grades 5-8. Strong social skills are required to relate to the diverse school community. She/he understands, relates, listens and communicates with students and is able to build relationships with students, faculty and parents. In addition, the principal works collaboratively with the faculty and administrative team in student recruitment, curriculum development and vision and operation of Lancaster Mennonite School.

The principal is responsible for campus day to day operations including curriculum development, schedule, attendance, co-curricula, student life, retention and supervision of faculty with strong leadership demonstrating a lived faith experience, shared values, and building student and staff relationships.

## Administrative Responsibilities

1. Demonstrates anti-racism, socio economic, gender, social understanding and care of all peoples.
2. Strong communication and listening skills with members of the school community: students, faculty, staff, administration and community.
3. Follows current educational developments and shares them with faculty.
  - (a) Develops personal professional growth.
  - (b) Participates in educational committees and activities as it applies to the academic program.
4. Provides instructional leadership.
  - (a) Supervises and supports faculty professional development.
  - (b) Assists faculty in writing formative goals and provides summative reviews
  - (c) Prepares the master class schedule.
  - (d) Collaborates closely with the curriculum director to establish a strong academic program.
  - (e) Attends administrative team meetings and collaborates with team members, other principals and directors of departments.
  - (f) Leads regular faculty meetings.

- (g) Supports teacher's restorative justice practices.
- 5. Works closely with HS and Elementary principals, supporting day to day operations.
  - (a) Behavioral support and backup
  - (b) Transitions between grade levels 4th to 5th, 8th to 9th.
- 6. Supports the Athletic Director and extracurricular programing.
- 7. Arranges for and supports substitute teachers.
- 8. Works collaboratively with the maintenance director and custodial care of the campus.
- 9. Attends the crisis management team planning processes.
- 10. Conducts fire and other emergency drills.
- 11. Supports Title IX and student safety plans.
- 12. Cooperates with the guidance department, academic support developing IAP's, and English language learners.
- 13. Maintains a positive learning community and supports student growth.
  - (a) Visible in hallways and around school and attends activities related to students.
  - (b) Maintains student attendance
  - (c) Collaborates with other principals and superintendent resolving behavioral issues, using restorative practices when possible.
  - (d) Provides leadership for student organization plans and activities.
  - (e) Provides regular positive communication with students and parents. Ex: Elinks
- 14. Promotes Lancaster Mennonite Elementary, Middle and High School.
  - (a) Recommends stories to the marketing team.
  - (b) Relates closely with the admissions office and interviews and video's students and families as needed, occasionally gives tours or participates in open house events.
- 15. Relates to students, staff, parents, board and the broader LMS community
  - (a) Attends and participates in chapel.
  - (b) Attends and supports faculty devotional time and encourages faculty attendance.

(c) Attends the Pastors Breakfasts, Campus Pastor Day, Homecoming and other special events.

(d) Chairs and relates to the middle school site council.

(e) Attends Church and Church conference meetings as appropriate.

(f) Gives tours for alumni reunions, prospective students/families and other groups requesting tours of the campus.

16. Participates in curriculum decisions and communicates changes with faculty, students and school community.

17. Supports the business office with outstanding tuition accounts.

18. Responsible for fiscal and physical resources. Works with administration, faculty, and lead teachers to prepare annual budgets.

19. Reports to the superintendent and submits reports for the school board.

20. Recommends policy changes to the superintendent.

21. Works collaboratively with the superintendent when hiring faculty.

22. Responsible for other responsibilities as determined.