



PAUL R. BROWN LEADERSHIP ACADEMY  
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P.O. Box 1433  
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(910) 862-2965  
(910) 862-3054 – Fax  
A NORTH CAROLINA CHARTER SCHOOL



**Dr. Jason M. Wray, Superintendent**

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June 5, 2026

## **Announcement for Middle School Administrator Job Opening**

Paul R. Brown Leadership is seeking to hire a Middle School Administrator to oversee instructional programs and manage school operations. The ideal candidate will hold a Master's Degree in educational administration or significant experience or significant military leadership experience. Responsibilities include ensuring compliance with school policies, leading instructional staff, and managing the school's budget and resources. A commitment to equity and excellent communication skills are essential in this role.

A middle school principal acts as the chief executive officer of their campus, balancing daily operations, academic leadership, and student well-being. They shape the school culture for adolescents while ensuring the building complies with district and state regulations.

### **Qualifications:**

- The ideal candidate will hold a Master's Degree in education administration or significant (3-5 years) of documented leadership experience or significant (3-5 years) of documented military leadership.
- A commitment to equity and excellent communication skills are essential in this role.

Their day-to-day responsibilities span five core areas:

- **Student Support & Discipline:** Navigating the complex social-emotional needs of young adolescents. This includes mediating conflicts, handling disciplinary issues, and counseling students to help them bounce back from setbacks.

- **Staff Leadership:** Hiring, training, and mentoring teachers. Principals regularly observe classrooms, evaluate performance, and coordinate professional development workshops

## **Announcement for Middle School Administrator Job Opening (Continued)**

- **Operations & Budgeting:** Managing the schools' finances, allocating funds for supplies, and overseeing facility maintenance. They also establish emergency protocols and security procedures.

- **Curriculum & Data:** Setting academic goals, aligning classroom instruction with district standards, and analyzing test scores to track student achievement.

- **Community Engagement:** Acting as the public face of the school. They liaise with parents, meet the parent-teacher organizations, and report to the Board of Directors.

### **1. Professional Credentials**

- **Advanced Education:** A Master's or Doctoral degree in Educational Leadership, Administration, or at least 3 years of Military Supervisory Experience.

- **Verification:** Official transcripts from principal preparation programs and verification of a valid teaching certificate or military documentation of leadership course training (DA Form 1059 - Service School Academic Evaluation Report, DA Form 87 - Certificate of Training, DD Form 295 - Civilian Education Credits, JST - Joint Service Transcript)

### **2. Specialized Middle School Experience**

- **Teaching Background:** Evidence of 3-5 years of classroom experience, ideally at the middle school level, to prove pedagogical experience but not required.

## **Announcement for Middle School Administrator Job Opening (Continued)**

- **Leadership Roles:** Documentation of experience as an Assistant Principal, Department head, lead teacher or related leadership positions.
- **Student Services:** Specialized knowledge in managing IEPs, 504 plans, and student counseling services but not required.

### **Pre-Interview Questions.**

1. What inspired you to pursue a career in education?
2. What do you think are the most important qualities for a successful middle school principal?
3. What do you think are the biggest challenges facing middle school principals today?
4. What do you think is the most important thing a middle school principal can do to improve student achievement?
5. What do you think is the most important thing a middle school principal can do to build positive relationships with students and families?

Please submit Letter of Interest, Pre-Interview Questions, Resume and employee information packet to Dr. Jacqueline B. Wray @ [jbwray@prbla.org](mailto:jbwray@prbla.org), Human Resources Director.

Sincerely,



Jason M. Wray, EdD  
Paul R. Brown Leadership Academy  
Superintendent

**Education & Experience:**

Name of College \_\_\_\_\_

Address: \_\_\_\_\_

Did you Graduate?  Yes  No Degree/Diploma earned?  Yes  No

US Military Service:  Yes  No If yes, what branch of service? \_\_\_\_\_

Total years of in Service: \_\_\_\_\_

**Employment History:**

**Current Employment Status:**

Currently Working  Self Employed  Unemployed – List Dates: \_\_\_\_\_  Other: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

Date Started: Month: \_\_\_\_\_ Year: \_\_\_\_\_

You **MAY** contact this employer for references/verification of employment prior to hiring.

Please **DO NOT** contact this employer for references/verification of employment at this time.

**Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

From: Month: \_\_\_\_\_ Year: \_\_\_\_\_ To: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

From: Month: \_\_\_\_\_ Year: \_\_\_\_\_ To: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

From: Month: \_\_\_\_\_ Year: \_\_\_\_\_ To: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

From: Month: \_\_\_\_\_ Year: \_\_\_\_\_ To: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**References: List 3 people who can provide feedback on your workplace performance**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

I certify that the information provided in this application is true and complete. I acknowledge that false information is grounds for not hiring me or immediate termination. I authorize the verification of any information listed above.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_