



LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

Title: Middle School Principal

Reports to: Superintendent

Department: School Site

Classification: Certificated Management

FLSA Status: Exempt

Work Year: 205 Days

Board Approval: March 9, 2021

Salary Schedule: Management/Confidential

JOB SUMMARY:

Under the supervision of the Superintendent, plan, organize, control and direct the instructional programs, operations, site and personnel for an assigned school to provide student access to high quality learning options and a variety of activities; coordinate and administer assigned programs and activities related to student discipline, attendance and academic instruction to assist students to receive the skills and knowledge necessary to be successful in life.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification are assigned to a middle school site, serving students in grades 7th through 8th. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements. Persons employed in this position may perform any combination of the essential functions below.

ESSENTIAL FUNCTIONS:

- Plan, organize, control and direct instructional activities, extracurricular events, special programs and site operations at an assigned school in support of preparing students for high school and college/career; confer with District Office personnel regarding staff, programs, students, finances and legal requirements to ensure appropriate allocation of resources to assist students to receive the skills and knowledge necessary to be successful in life; implement and modify the school's mission, goals, objectives and programs as needed.
- Develop, maintain, and protect a student-centered culture that is focused on the success of ALL students.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives and District goals; perform certificated staff recruiting duties for the District as assigned.
- Direct and participate in a planned program of classroom visitations and observations of staff to improve learning and teaching in classrooms to increase the learning of all students to high levels; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning.
- Facilitate the professional learning community process throughout the organization in order to support student learning through job-embedded action research.
- Enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

- Create, manage and maintain the school's Comprehensive Safety Plan; coordinate and communicate plan information with district administration and present the Plan to school site council.
- Plan and direct the business operations of school to provide students access to high quality learning options and a variety of activities to achieve their personal best; develop and administer site budgets; and ensure proper allocation of funds for instructional and non-instructional equipment and materials to meet the needs of students, families and staff.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; clearly communicate with teachers to ensure instructional programs follow District requirements and meet student needs to improve student achievement.
- Establish, coordinate and maintain communication with staff, community and parent groups, City officials, family representatives and law enforcement officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Conduct articulation activities with feeder schools; develop and direct an orientation program of new students.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with State and federal laws, District regulations and other specially funded program requirements to ensure proper allocation resources to improve student learning.
- Develop, coordinate, direct and supervise the school's Single Plan for Student Achievement (SPSA) and services included in the Plan.
- Ensure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and families in support of students receiving the skills and knowledge necessary to be successful in life.
- Coordinate the maintenance operations of the school site; ensure proper management, maintenance and inventory of materials, equipment, buildings and grounds to provide a safe, clean and orderly learning environment.
- Supervise, direct or attend a variety of student activities during the day or in the evening.
- Meet regularly with site staff to discuss school issues; direct the implementation of staff development and in-service training to improve learning and teaching in classrooms to increase the learning of all students to high levels; update staff on policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; coordinate and meet with school site advisory groups (e.g. School Site Council); conduct student/parent appeals in a timely manner and respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
- Attend Board meetings; coordinate the submission of board agenda items; collaborate with administrator in Board preparation activities; prepare and deliver oral presentations and reports to the Board as requested.
- Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation.
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, site facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

OTHER JOB-RELATED DUTIES:

- Provide class instruction on an as-needed basis, may serve as classroom teacher.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Knowledge of:**

- Comprehensive organization, activities, goals and objectives of a school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum content standards and requirements.
- Board and District policies, procedures and regulations.
- Labor relations law and employee contracts.
- State site facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Operation of a computer to enter data, maintain records and generate reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies, objectives and goals.

Ability to:

- Plan, organize and direct the operations, site and personnel of an assigned school.
- Collaborate and build positive relationships with a diverse range of stakeholders.
- Train, supervise and evaluate certificated and classified personnel.
- Plan, implement, evaluate and direct the budget and business operations and instructional and categorical programs of a school in accordance with applicable laws.
- Establish, coordinate and maintain communication with a diverse community and parent groups.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.
- Analyze student and school assessment data to develop student-centered goals for improving student achievement.
- Complete work with many interruptions.
- Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Communicate, understand and follow both oral and written directions effectively.
- Prepare and deliver oral presentations.
- Provide certificated staff with instructional strategies and professional learning.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Have flexible, creative thinking and develop new methods or solutions inspiring others to reach a common goal.

- Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.

EDUCATION AND EXPERIENCE:

Education, Licenses and Certificates Requirements:

- Bachelor's Degree. Master's Degree preferred, but not required.
- Valid Teaching Credential
- Valid Administrative Services Credential
- Valid California Class C Driver's License

Experience:

- Five years successful elementary and/or middle school teaching experience.
- Site level administrative experience of two years at an entry level position.

WORKING CONDITIONS:

Environment:

- Office and classroom environments.
- Constant interruptions, fast-paced work environment with changing priorities.
- School yard and cafeteria.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone, and to make presentations.
- Sitting or standing for extended periods of time.
- Vision to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.
- Lifting, carrying, pushing and/or pulling up to 10 pounds or more.

Hazards:

- Contact with dissatisfied or hostile individuals.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so District.

Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.