

CENTRAL SCHOOL DISTRICT

Job Title: Principal - Middle School

Occupational Group: Management
& Confidential

Reports to: District Superintendent of Schools

Work Year: 209 days

Date of Board Approval: 8/20/1998

DEFINITION

To serve as the educational leader and chief executive officer of the school; to be responsible for direction of the instructional program, operation of the school plant, participation in staff and student activities, and community leadership.

QUALIFICATIONS

Education/Certification:

- Valid California Administrative Credential
- Equivalent to the completion of a master of arts or higher degree from an accredited college or university in educational administration, or a closely related field.
- Must obtain within six months of employment CPR training and keep it current.

Experience:

- Four years of successful teaching experience (or equivalent), plus two years of successful administrative experience.

Knowledge and Abilities:

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education at the elementary and secondary level; philosophical, economic, and legal aspects of public education; procedures, methods, and trends of organization and management of a middle school; curriculum development strategies, instructional delivery systems, and program evaluation processes; evaluation techniques for determining program activity and personnel effectiveness; human relations and conflict resolution strategies and team building principles and techniques.

Ability to:

Manage, lead, and direct the functions and activities of a middle school; demonstrate an effective instructional, organizational, and administrative mode; systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public, and community relationships.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long-range and short-range plans for the school. **E**
2. Interprets and implements the district approved curriculum program in the light of individual school needs. **E**
3. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority. **E**
4. Identifies, provides, assigns, and coordinates inservice growth opportunities for personnel within the school.
5. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and encourages professional growth. **E**
6. Assigns and reassigns all students in such a way as to encourage their optimum growth. **E**
7. Makes periodic appraisals of pupil progress. **E**
8. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures. **E**
9. Plans, coordinates, and evaluates the total program of pupil services including guidance and counseling.
10. Develops and supervises the school budget and monitors the expenditures of funds. **E**
11. Plans, supervises and directs the business operation of the school in accordance with district policies and procedures. **E**
12. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
13. Carries out a program of community relations as a means of interpreting and furthering the school program through PTA and/or other community organizations. **E**
14. Serves as a district officer in communication between central administration and teachers and classified employees in the schools and interprets and implements district policies. **E**
15. Plans, coordinates, and reviews the work of resource teachers and instructional consultants assigned to assist teachers in the instructional program.
16. Directs and coordinates the program of articulation with principals of elementary schools and the school orientation program for new pupils.
17. Supervises the custodial staff to insure that a clean, orderly, attractive environment is maintained. **E**
18. Assumes leadership in the direction of the school's extracurricular activities. **E**
19. Develops and provides direction into the development of the master schedule. **E**
20. Confers, consults with, and advises District, public and private agency personnel, and parents concerning student educational and behavior problems and alternative problem solutions. **E**
21. Perform other duties as assigned. **E**

WORKING CONDITIONS

Subject to constant interruptions; subject to driving to off-site locations to conduct work; position requires the ability to speak, write, and hear to communicate; Incumbent may be exposed to abusive and hostile students, parents and staff.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.