

BUENA PARK SCHOOL DISTRICT

JUNIOR HIGH SCHOOL PRINCIPAL

DEFINITION

Under the direction of the Superintendent, to serve as the chief administrative officer of the Buena Park Junior High School facility; to direct the formulation and implementation of operational procedures pertaining to the junior high school site; to plan, develop, and implement instructional objectives and designs and procedures to evaluate program effectiveness; to assist in the planning, development, and conduct of staff development and training programs; to plan, develop, and carry out public and community relations programs and activities; to do other related functions as directed.

EXAMPLES OF DUTIES

Serves as the instructional leader of the junior high school facility; plans, designs, and conducts follow-through strategies pertaining to curriculum development and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community; plans, develops, organizes, conducts, and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved and that all levels of staff adhere to district, state, and national educational standards and goals; plans, develops, organizes, and administers support systems which provide optimal educational opportunities for junior high age pupils; confers and consults with school and district personnel, parents, and pupils pertaining to educational and behavior management problems and alternative problem solutions; directs, supervises, observes, assesses and evaluates site personnel performance; establishes and maintains a positive team building and team management systems; confers with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problem areas; is responsible for the budget planning activities and develops expenditure and control procedures to ensure a cost beneficial and cost effective operational mode; assumes a leadership role in functions and activities of site and district advisory committees and groups; assist in the educational community in understanding the site and district goals and objectives and the strategies utilized for achieving them; participates in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements; supervises, directs, and coordinates the assignment of instructional personnel; establishes administrative review procedures to ensure maximum utilization of monetary and human resources and to ensure the implementation of near, mid and long-term result priorities; plans, develops, and provides management reports pertaining to the functions, activities, and general educational climate; confers with site personnel in resolving rights disputes which may include the conduct of formal hearing processes; assists in the conduct of effective and efficient personnel management systems including the recruitment, selection, retention, and separation of personnel; may be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.

MAJOR FOCUS

The principal will be responsible for, but not limited to, the following assigned areas of duties and responsibilities:

1. The administration of the junior high school.
2. This administration will be the instructional leader of the site.
3. Community relations.
4. Home/School Association.
5. The curriculum and instruction of the site.
6. Budget development.
7. Testing procedures and staff development.
8. All special education classes.
9. The bilingual education program and its evaluation.
10. Certificated staff observations and evaluations.
11. Program evaluations.

**BUENA PARK SCHOOL DISTRICT
JUNIOR HIGH SCHOOL PRINCIPAL**

Page 2 of 2

QUALIFICATIONS

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education.

Philosophical, economic, and legal aspects of public education;

Procedures, methods, and strategies of organization, management, and supervision.

Modern innovative and creative curriculum and instructional trends for the junior high age child.

Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.

Results and performance evaluation techniques pertaining to program and personnel performance effectiveness.

Human relation strategies, conflict resolution strategies, and team building principles and techniques.

Ability to:

Direct, lead, and coordinate the multifaceted functions and activities of a junior high school.

Demonstrate effective instructional, organizational, and administrative leadership.

Analyze problems, determine alternative solutions, and make appropriate and effective decisions.

Communicate effectively in oral and written form.

Plan, develop, and maintain effective organizational and community relationships.

Perform essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Five years of appropriate teaching experience, preferably with a minimum of two years at the junior high school level plus the successful completion of a comprehensive administrative internship training program, or previous administrative experience.

EDUCATION

Possession of an earned master's or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as a junior high school principal.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.