

POSITION TITLE: Principal - Middle School

DEFINITION:

Functions as the chief executive and educational leader of a middle school; responsible for its programs, personnel, facilities and all other related activities as assigned.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent - 7-Adult Schools

SUPERVISION OVER:

Vice principal, teachers, clerical, part-time and volunteer personnel, and on-site supervision over custodians, cafeteria personnel and bus drivers.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to:)

1. School Climate: The climate of the school is reflected in student, staff, community attitudes and behavior. The school principal is responsible for the establishment of a positive, cooperative school climate. Specific functions include: establishment of the school philosophy, goals and objectives, with input from staff and parents, revised periodically for relevance to current school/student/community needs; support and attendance at all school events (i.e., athletic, performing arts, parent club events); planned social interaction among staff; sensitivity and responsiveness to student/parent/staff problems; follow-up on staff/parent/student concerns; recognition of staff and student accomplishments.
2. Community Relationships: The relationship of the school to the community is a critical factor in the development of a sound educational program. The school principal has the prime responsibility for establishing that relationship. Specific functions include: periodic visits with surrounding businesses to establish good rapport; attendance at special community club meetings (i.e. chamber of commerce); organization of and attendance at parent club meetings, back-to-school and open house events; availability for parent contacts.
3. Communication: An effective communication system (oral/written) is essential to the success of the school program and student progress. The school principal is responsible for developing and maintaining an effective communication system. Specific functions include: preparation and distribution of staff and parent bulletins to include an update of school programs, concerns, and notification of coming events; receipt and response to incoming mail and telephone messages; attendance and participation at division principals meetings; interaction with total staff in staff meetings; regular ongoing meetings with the administrator of 7-12 division; follow through on central administration matters (i.e., maintenance and operations, personnel, business); effective ongoing communication with the public through the news media.

4. Management of Resources: The school principal is responsible for the management of resources including school revenue and expenditure of funds; use of time/talents; selection, direction, motivation, supervision and evaluation of personnel, and care of facilities and equipment. Specific functions include: development and maintenance of the school budget; management of the employer/employee contracts as they relate to personnel in his/her plant; establishment and implementation of emergency procedures; completion of accreditation with follow-up action to correct deficiencies; determination of staffing needs and organizational structure; monitoring of classes for teacher coverage, requesting substitutes as appropriate; supervision of accurate record keeping of student attendance, student files, employee absences and tardiness, employee time cards, purchase orders and invoices, and industrial accidents; monitoring of bussing and transportation of students for safety and appropriateness; coordination of special education programs with school programs (i.e., LDC, RSP, OPP); selection, training, and evaluation of personnel; periodic meetings with co-administrators to review and plan.
5. Curriculum/Program Development: The principal is responsible for the development and maintenance of a strong curriculum, meeting student needs, articulating and coordinating within the school program, special services programs and feeder school programs. Specific functions include: development of curriculum, goals and objectives within those of the superintendent, the division, and the state framework; contact with the State Department of Education to keep abreast of current trends; organization of monthly department meetings; keeps abreast of appropriate division curriculum by attendance at curriculum meetings at the district level.
6. Pupil Assessment and Achievement: The school principal is responsible for the assessment and achievement of pupil progress, both academic and behavioral. Specific functions include: monitoring of pupil attendance with follow-up and resolution of individual problems; development and communication of promotion requirements to staff, parents, and students; development and review of student code of conduct with staff input; assisting with the supervision of students by being present on campus; organization and implementation of student disciplinary hearings which may involve suspension or expulsion.
7. Interpretation and Application of Appropriate Laws: In order to assure compliance with appropriate laws the school principal must be knowledgeable, keep current, interpret accurately, and apply local, state, and federal legislation as it relates to his/her school environment. Specific functions include: communication with law enforcement agencies as related to students' problems; review and interpretation of legal documents including district policies and procedures, county, state, and federal laws, as well as proposed legislative bills.
8. Quality of Instruction: The principal, with district resources, has the ultimate responsibility for the assessment and improvement of instruction in his/her school program. Specific functions include: supervision of class instruction; establishment of performance objectives (October 15) and evaluation of program goals and objectives annually (April); identification of instructional needs and deficiencies with in-service training to meet needs; conferences with teachers, individual and group, as appropriate.
9. Professional Growth: In order to be sensitive to the total educational environment, the school principal must keep abreast of new legislation, trends, district policies, procedures and practices that affect his/her school programs. Specific functions include: attendance at school board, administration and professional meetings on a periodic basis; participation in

district initiated assignments when appropriate; self-evaluation of deficiencies with attendance at appropriate conferences and workshops for professional growth; review of periodicals appropriate to division and school programs.

QUALIFICATIONS:

Training, Education and Experience: Must possess a valid California elementary school administration credential; secondary school administration; general administration; standard supervision with K-9 or 7-12 principal ship authorization; standard administration with elementary or secondary credential; supervision with K-8 or 7-12 principalship authorization; administrative services. Previous administrative experience desirable.

Knowledge and Skills: The principal should be knowledgeable in: learning theories, human needs, curriculum development, motivation theory, school finance and budgeting, collective bargaining, administration of district policies, local, state and federal laws pertinent to schools, staffing organization, selection and supervision of personnel.

He/she should be skilled in effective communications including initiating individual and group discussion, listening, clarifying, facilitating interaction among group members; verbal skills to communicate effectively with a wide variety of people with varying educational and socio-cultural backgrounds; research, reading, public speaking; writing skills to effectively convey ideas, reports, letters, memorandums and survey questionnaires; understanding of goal setting techniques including needs assessment and evaluation; high degree of self-restraint, judgment and strategies in dealing with a variety of people, adversaries and advocates under varying situations and conditions; high degree of skill in defining problems, collecting information, establishing facts, evaluating alternate solutions, and drawing valid conclusions; effective screening of applicants, conducting job related interviews, selecting qualified candidates, training and evaluation of personnel.

Physical Characteristics: (consideration will be given to reasonable accommodation) *Sufficient vision to read printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the campus and drive a car, *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of valid California driver's license; willing to work irregular hours/days including evenings, weekends and holidays, and on-call for emergencies; willing to travel locally; willing to work at any employer location or be reassigned.

Approved by Personnel Division
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