

Position: Middle School Principal	FLSA: Exempt
Department: Educational Services	Salary Grade: Administrative
Reports to: Director of Secondary Education	

### OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Secondary Education, serve as the educational leader and chief executive of a middle school. It is expected that the middle school principal shall maintain a safe, caring, student-centered environment that promotes high standards for all students and staff. The principal shall serve as a positive role model and communicate openly with the staff and community.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for administering, directing, and managing the educational programs aligned with the California State frameworks.
- Responsible for creating an environment in which cultural diversity is respected.
- Establish a plan to address the achievement gap.
- Responsible for managing school site budget.
- Establish a clear discipline plan that values learning in the classroom and respect for all people on campus.
- Oversee the development and administration of school plans and organizational procedures.
- Take leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
- Create a culture of engagement for all students and staff.
- Work cooperatively with other school and district administrators in the development of coordinated programs for students.
- Take responsibility for the appropriate utilization of staff and special programs to meet the individual needs of students.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Organize, supervise, implement, and evaluate all educational programs at the school in accordance with district-wide goals eradicating the achievement gap, instructional priorities and NCLB standards and guidelines.
- Implement the collective bargaining contracts for certificated and classified employees.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives.

- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators.
- Communicate with teachers to assure instructional programs meet student needs, state standards and graduation requirements.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws/regulations and district regulations.
- Lead curriculum development and instructional methodology.
- Coordinate and provides direction/supervision for the school's co-curricular and extra-curricular activities which include but are not limited to:
  - Student activities
  - Athletics
  - Performing arts
  - Assemblies
  - Clubs and student associations
  - School publications
  - Student fund raising
- Maintain a Student Assistance Program, including counseling, conflict resolution and referrals to appropriate agencies.
- Develop and implement a system through which the educational program and activities of the school are regularly communicated to parents.
- Maintain a safe and clean school facility by regularly inspecting and communicating needs to the appropriate school and District staff.
- Delegate functions and responsibilities to the assistant principals in such a manner that the total program operates effectively; provide training for the assistant principals' professional growth.
- Performed related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Operations, services and activities of a public school.
- Curriculum concepts and materials pertinent to middle school education.
- Standard and alternative learning theories.
- Instructional methodology.
- Effective student disciplinary and control procedures and practices.
- Management skills to analyze programs, policies and operational needs.
- Principals and practices of program development and administration.
- Principles and practices of budget administration and monitoring.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Education Code and District policies.
- Operation of computer and assigned software.

Ability to:

- Cope with emergency situations.
- Plan, organize, direct and coordinate the work of certificated and classified staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the assigned school.
- Identify and respond to community and District issues, concerns and needs.
- Develop and administer District and school goals, objectives and procedures.
- Work effectively with all segments of the educational community and general public.
- Work effectively with diverse socio-economic and multicultural community.
- Communicate effectively orally and in writing.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Prepare clear and concise reports.
- Administer and monitor the budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate current instructional methods and techniques.
- Demonstrate multicultural sensitivity and competence.

PHYSICAL ABILITIES

This position requires:

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Bending at the waist or kneeling to retrieve supplies or other materials.

EDUCATION AND EXPERIENCEExperience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:*

Experience:

Five years of responsible teaching experience, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work or a related field.

LICENSES AND CERTIFICATES

Valid California Administrative Services Credential