



# Romoland School District

## JOB DESCRIPTION

### PRINCIPAL – MIDDLE SCHOOL

#### **The Position:**

Under the direction of the Superintendent, serve as the educational leader and chief administrator of a middle school; plan, direct, evaluate and supervise certificated and classified, staff; direct activities regarding the physical plant, budget, student activities, curriculum, communication and articulation with the District and other educational levels.

#### **Representative Duties:**

- Plan, direct, coordinate and evaluate instructional programs at a comprehensive middle school to ensure that research based and proven classroom instructional methodologies are used to assist the school in meeting its instructional targets in accordance with State and federal laws, District regulations and other specially funded program requirements.
- Identify school needs and determine objectives; delegate and communicate objectives to staff; develop and implement short and long-range plans to improve school operations including staff development, curriculum studies and teacher instructional improvement.
- Organize, administer and direct operations of assigned school plant; assure proper management and inventory of materials, equipment, buildings and ground; assure the ordering and maintenance of adequate supplies of instructional and related materials.
- Organize, direct, evaluate and supervise full-time certificated and classified and administrative personnel at assigned location; assist in the evaluation of all itinerant personnel assigned to the school; assign faculty staff as appropriate to meet school objective.
- Assure the health, safety and welfare of students and staff.
- Direct a planned program of classroom visitations and observations; identify and encourage teachers with leadership potential; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.
- Design, develop and establish specific learning objectives and reward systems for students and staff; design and implement a management information system which provides diagnostic, prescriptive and evaluate data regarding learning achievement.
- Review, clarify and interpret programs and curriculum; communicate with teachers to assure instructional programs meet student needs and District requirement; maintain an educational program consistent with high school, college and university requirements.
- Attend, conduct and /or chair a variety of meetings; represent the school at District and community functions.

- Plan and direct the business operation at assigned site; develop and administer the school budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Attend a variety of workshops and conferences to enhance leadership and management capabilities; share and exchange information and maintain current knowledge of the educational field.
- Arrange for staff development and in-services; communicate with site and District personnel; update staff on revised policies and procedures and implement changes.
- Direct the preparation and maintenance of a wide variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement and certification for graduation; direct the maintenance of detailed and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance and legislation.
- Establish and maintain communication with community agencies and parent groups; coordinate and assist in fund-raising activities; prepare and write bulletins and newsletters; arrange for publicity for special events and achievements as appropriate.
- Supervise, direct and attend a variety of student activities and events during the day or in the evening; direct the planning and coordinating of promotion ceremonies.
- Perform related duties as assigned.

**Knowledge and Skills Required:**

- Knowledge of guidelines and subject area curriculum and instruction.
- This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience**

- Advanced degree in education
- Minimum of two years of administrative experience
- Minimum of four years of classroom teaching experience
- California Administrative Services Credential
- Valid California Teaching Credential

**Licenses, Certifications and Testing Required:**

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California Drivers license.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**Regular Work Year:** 215 Days

Board Approved: 3/18/2014