MIDDLE SCHOOL PRINCIPAL

Purpose Statement

The job of the Middle School Principal is done for the purpose of directing and coordinating the educational, administrative and counseling activities of a middle school; providing instructional and administrative leadership at the school site over curriculum, budget, operations, guidance, students and staff; enforcing applicable state and district codes, policies and laws; participating in the formulation of district policy and providing a link between the district and the community.

Essential Functions

- Evaluates the effectiveness of the school site's instructional programs
- Evaluates, modifies, and implements the school's mission, vision, goals, objectives and programs as needed
- Responsible for the overall direction, coordination and evaluation of certificated and classified staff
- Participates in the screening, interviewing, selection and placement of certificated and classified personnel for the site
- Supervises and evaluates performance of assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment
- Plans, coordinates and reviews the work of resource teachers and support personnel
- Directs and participates in a planned program of classroom visitations and observations to provide teachers with feedback on instructional practices; recommends discipline, reassignment or termination action as appropriate; documents evidence of substandard performance
- Implements collaborative leadership style and training in all areas including, but not limited to staff development and decision making, as appropriate
- Participates in the development and implementation of district-approved curriculum; integrating it with the needs of the individual school
- Plans and directs the business and fiscal operations of school
- Administers the school site budgets in accordance with district policy and procedure
- Confers with district office personnel regarding staffing, programs, students, finances and legal requirements
- Directs the implementation of professional development training; updates staff on revised policies and procedures and implement changes
- Participates in the district sponsored professional development training program which focuses on the district's LEA plan, curriculum, instructional skills, leadership skills, communication techniques, and supervision and evaluation skills based on the California Standards for the Teaching Profession and the California Professional Standards for Educational Leaders
- Guides staff in the determination of long-range plans and current goals and objectives
- Ensures accountability for outcomes related to assessments, improvement programs and actual growth in student achievement
- Enforces applicable state and district codes, policies and laws; administers, monitors and evaluates district and school site discipline policies and safety programs
- Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators; communicates with teachers to assure instructional programs meet student needs and district requirements
- Establishes, coordinates and maintains communication with community and parent groups, city officials, PTO representatives and law enforcement officials
- Plans, implements, directs and evaluates instructional and categorical programs in accordance with state and federal laws, district regulations and other specially funded program requirements
- Assures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other support services; provides individual academic and personal counseling to students and parents
- Coordinates the maintenance operations of the school site; assures proper management, maintenance and inventory of materials, equipment, buildings and grounds
- Attends, conducts and chairs a variety of meetings with faculty and classified staff, parents and community representatives; coordinates and meets with school site advisory groups; responds to and provides resolution to parent, student and staff complaints; represents the school at board, district and community functions
- Facilitates site committees and meetings with the focus of teaching and learning
- Directs the preparation and maintenance of a variety of district, county, state and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, and academic achievement
- Directs the maintenance of comprehensive and complex files pertaining to school personnel, site facilities, inventories, financial information and contracts; directs the maintenance of student and staff records at the site
- Prepares and writes correspondence, bulletins and other communications on behalf of the school; arranges for school-level public relations and publicity for special events and achievements as appropriate
- Conducts articulation activities with other district schools
- Oversees the master schedule process and credentialing as it relates to teacher placement, with the ability to build and refine skills in this area
- Assigns all students in such a way as to encourage their optimum growth
- Ensures optimum development of student potential by monitoring placement, progress, guidance and counseling

- Attends and supervises school activities such as assemblies and sporting events
- Performs various duties of absent regular staff
- Acts as the school site's primary disciplinarian when applicable
- Supervises students during arrival, dismissal, recess and lunch times
- Attends school and district meetings as required
- Other duties as assigned

Job Requirements & Skills

KNOWLEDGE of instructional curriculum and methods for middle school ; school law administration and applicable sections of the State Education Code and other applicable laws; state and local curriculum requirements; board and district policies, procedures and regulations; labor relations law and employee contracts; state site facility requirements; collaborative decision making and leadership; budget preparation and control; principles and practices of administration, supervision and training; interpersonal skills using tact, patience and courtesy; oral and written communication skills; public speaking techniques; basic computer operation; research based teaching strategies; data analysis and action step process; effective group facilitation; employee contracts.

ABILITY to plan, organize, and direct the operations, site and personnel of an elementary school; organize, direct, train, evaluate, and supervise assigned certificated and classified staff; plan and direct the budget and business operations of the school; establish, coordinate, and maintain communication with community and parent groups; use collaboration techniques; plan, implement, direct, and evaluate instructional and categorical programs in accordance with applicable laws; plan and organize work; analyze situations accurately and adopt an effective course of action; complete work with many interruptions; read, interpret, apply, and explain rules, regulations, policies and procedures; communicate effectively both orally and in writing; prepare and deliver oral presentations; employ conflict resolution skills to facilitate problem solving with both students and adults; plan and provide alternatives to suspension, restorative justice, and positive behavior supports.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: Office environment; constant interruptions; driving a vehicle to conduct work; evening or variable hours; hearing and speaking to exchange information and make presentations; seeing to monitor students and reading a variety of materials; dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching; walking to supervise events and activities; ability to deal with difficult students, parents and personnel issues. The job is performed under some temperature extremes and some hazardous conditions.

Experience

Two Years administrative experience preferred.

Certificates & Licenses

California Teaching Credential
California Administrative Services Credential
Valid Drivers License

Education

Master's Degree Preferred

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Superintendent Chief Learning Officer

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade

Range 4 Management Salary Schedule

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year

213 Days