

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Principal, Middle School

Classification: Certificated
Management

Reports to: Director, 7-12/Adult Education or designee

Range: Certificated Management
Salary Schedule

EDUCATION AND EXPERIENCE

- California Administrative Credential
- Minimum of three years successful administrative experience required
- Minimum of three years successful Elementary/Middle/High School teaching experience required

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential; California Teaching Credential with EL certification.

SUMMARY

Plan, organize, control and direct the instructional programs, operations, plant and personnel for a middle school, K-8 school or school of comparable size and complexity.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct instructional activities, extracurricular events, special programs and plant operations at a District middle school, K-8 or school of comparable size and complexity; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives and programs as needed.
2. Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives; perform certificated staff recruiting duties for the District as assigned.
3. Direct and participate in a planned program of classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.
4. Enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
5. Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
6. 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 and District requirements.
7. Establish, coordinate and maintain communication with community and parent groups, City officials and law enforcement officials.
8. Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.

9. Conduct articulation activities with elementary feeder schools and the District high schools; develop and direct an orientation program of new students.
10. Plan, implement, direct and evaluate instructional and categorical programs in accordance with State and federal laws, District regulations and other specially funded program requirements.
11. Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and parents.
12. Coordinate the maintenance operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
13. Supervise, direct or attend a variety of student activities during the day or in the evening.
14. Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
15. Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
16. Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation.
17. Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
18. Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of a District 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 plant facility requirements.
- 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.

Ability to:

- Plan, organize and direct the operations, plant and personnel of an assigned middle school, K-8 or school of comparable size and complexity.

- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the school.
- Establish, coordinate and maintain communication with community and parent groups.
- 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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.