

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PRINCIPAL, MIDDLE SCHOOL

DEFINITION

Under professional direction of an assigned cabinet member, to serve as the chief administrative officer of an elementary school facility ; to direct the formulation and implementation of operational procedures and practices; to plan, develop , and implement instructional objectives and designs , and implement procedures to evaluate instructional program effectiveness ; to assist in the planning, development, and conduct of staff development and staff training programs; to plan, develop , and carry out public and community relations programs and activities ; and to do other related functions as directed.

EXAMPLES OF DUTIES

- Serves as the instructional leader and operational manager of a middle school facility;
- Plans, designs , and conducts follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community ;
- Plans, develops, organizes, conducts, and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to district, state, and national educational standards and goals;
- Plans, develops, organizes , and administers support systems which provide optimal educational opportunities for adolescent age pupils;
- Assesses the school facility educational and program offering needs, and develops short and long-range planning strategies for maintaining an optimal educational program;
- Designs a master calendar of programs and activities to implement the facility goals and objectives ;
- Plans, develops, organizes , and administers a variety of support systems which aid in allowing the student population to achieve at their maximum potential;
- Plans, develops , and implements budget planning and expenditure control procedures;
- Manages a comprehensive physical facility, identifying needs and recommending additions, modifications , and services;
- Evaluates expenditure requisitions and allocates instructional supply, material, and equipment funds appropriately ;
- Plans, develops, and implements effective administrative support systems, and delegates appropriate responsibility to subordinates ;
- Confers, consults with, and advises District, public and private agency personnel, and parents concerning student educational and behavior problems and alternative problem solutions;
- Manages, supervises , observes, and assesses site personnel performance, and provides counsel and assistance as required ;
- Plans , develops , organizes , and conducts staff development and staff training programs which identify and encourage leadership potential;
- Confers with site and District instructional support personnel in decision making processes, and in the development of alternative approaches to solving educational concerns and issues;
- Participates in the formation and functions of District and site advisory groups and committees;
- Assists the school community and the public in their awareness of the site goals and objectives and the strategies for achieving them;

- Assists in the development , implementation, interpretation , and administration of policies, rules and regulations, and negotiated employee agreements ;
- Supervises, directs, and coordinates the assignment of instructional and pupil support personnel ;
- Establishes administrative review procedures to ensure a maximum utilization of monetary and human resource;
- Establishes and maintains procedures for the resolution of conflict in an effort to maintain a high level of staff morale ;
- Manages , monitors , audits, and evaluates the functions and activities of specially funded programs;
- Plans, develops , and provides , as required, management reports pertaining to the educational climate and the functions and activities of the school facility;
- Coordinates student and family assistance programs with social service and youth service agencies, particularly in dealing with high risk students.

QUALIFICATIONS

Knowledge of:

- Principles , techniques, strategies , goals , and objectives of public education at the elementary and secondary level;
- Philosophical , economic and legal aspects of public education;
- Procedures , methods, and trends of organization and management of an intermediate level school;
- Curriculum development strategies , instructional delivery systems , and program evaluation processes;
- Evaluation techniques for determining program activity and personnel effectiveness ;
- Human relations and conflict resolution strategies and team building principles and techniques.

Ability to:

- Manage , lead, and direct the functions and activities of a middle level school ;
- Demonstrate an effective instructional , organizational, and administrative mode;
- Systematically analyze problems, determine alternative problem solutions , and make appropriate and effective decisions ;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls ;
- Establish and maintain effective organizational, public, and community relationships.

Education:

Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional technology, or a closely related field.

Experience:

Five years of successful teaching experience, plus two years of successful administrative experience.

Certification Requirement:

Possession of a valid California credential authorizing service as an elementary and secondary school principal.

License Requirement:

Possession of a valid California Motor Vehicle Operator's license.

Condition of Employment:

Insurability by the districts liability insurance carrier.

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 talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: June 6, 1991

REVISED: December 11, 2009