

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: PRINCIPAL/MIDDLE SCHOOL

Classification:	Management	Work Year:	215 Days
Department:	Middle School Sites	Board Approval:	12/14/1992
Reports To:	Superintendent	Work Year Revision:	04/18/2002
Salary Range:	Management Salary Schedule	Format Revision:	10/23/2009

BASIC FUNCTION:

To administer the operation of a middle school site and provide a quality educational student environment through the instructional program, certificated and classified staff supervision, and community leadership.

REPRESENTATIVE DUTIES:

INSTRUCTIONAL

- Supervises and evaluates instructional program.
- Keeps abreast of latest educational developments through inservice classes, conferences, programs, and professional materials.
- Assists in preparation of school goals and objectives in measurable terms.
- Recommends methods by which student progress shall be assessed.
- Performs classroom observations and follow-up conferences to assist in solving instructional problems.
- Meets with teachers to determine whether agree-upon goals for student progress have been met.
- Provides assistance in selection of instructional materials.
- Coordinates grades 6-8 with K-5 and high school articulation.
- Develops plan for the middle school electives exploratory program.
- Recommends program changes to staff and District administration.
- Supervises and monitors site level support programs such as SIP, GATE, and Chapter 1.
- Represent site and District at local, county, and state level committees.
- Supervises assessment program.
- Develops middle school master schedule and assigns teachers to meet student needs.

STAFF

- Evaluates assigned personnel in accordance with the District guidelines for evaluation and assessment, and recommends appropriate action.
- Participates in and makes recommendations to the Superintendent on staff selection and transfer.
- Informs staff on Course of Study, Curriculum Guides, and State Frameworks.
- Encourages and advises staff in professional growth.
- Makes employee assignments, sets up duty and other schedules.
- Informs employees of availability and location of school supplies, materials, and equipment.
- Provides appropriate numbers of staff for extra curricular activities and athletics.
- Conducts staff meetings as necessary.
- Keeps informed of and may participate in development of Certificated Contract and Classified Handbook.
- Maintains responsibility for staff development.

STUDENTS

- Develops plans and organizational procedures for student health, safety, discipline, and conduct.
- Assists and supports teachers in modifying student behavior.
- Confers with teachers, parents, students, and others concerning behavior problems and/or potential problems.
- Coordinates the scheduling of extra curricular activities such as dances, clubs, sports.
- Supervises student assignment into classes and resolves conflicts via the master schedule.
- Participates in Student Study Team and Individualized Educational Plan meetings.

- Coordinates positive recognition programs.
- Oversees graduation process and program.

COMMUNITY RELATIONS

- Interprets the school program and its curriculum to parents through school site councils, PTA and/or other parent groups, open houses, conferences, and bulletins.
- Works with civic and community service organizations.
- Attends and/or supervises extra curricular activities, dances, music performances, athletic events.
- Participates as a member of various community/school committees including PTA, PTA, Board of Directors, Site Council.

SITE OPERATIONS

- Expedites all forms and reports as required.
- Develops financial plan which supports the achievement of goals and objectives of the school and the District.
- Confers with staff members to establish priorities in allocating funds.
- Instructs staff in methods of keeping necessary records.
- Administers maintenance and operational needs of school facilities and grounds.
- Maintains illness and injury program in accordance with SB 198 requirements.

ADDITIONAL REQUIRED DUTIES

- Serves as a member of the Superintendent's cabinet.
- Attends all Board meetings.
- Performs additional responsibilities as necessary and as assigned by the Assistant Superintendent.

EDUCATION AND EXPERIENCE:

- California Teaching Credential.
- California School Administrative Credential.
- Five (5) years of teaching experience and three (3) years of administrative experience preferred.
- Masters Degree from an accredited college or university preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Year Round School development and administration;
- principles, philosophies, and practices of accepted middle school educational systems;
- appropriate instructional methods, techniques, and practices;
- pertinent federal and state law, education codes, and guidelines related to public school administration;
- unique needs of middle school students;
- credentialing process;
- principles, methods, and practices of middle school administration;
- master schedule development process;
- effective management techniques and methods.

ABILITY TO:

- plan/direct operational functions of a traditional or YRE middle school site;
- interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration;
- interpret and successfully implement District policies, objectives, directives, and educational philosophy;
- plan, direct, and administer assigned operational and administrative functions for a modern suburban middle school site;
- communicate effectively and tactfully in both oral and written forms motivate, supervise, and evaluate the work of others;
- plan, manage, and prioritize a wide variety of functions within a given timeframe and limited resources;
- control and monitor expenses;
- prepare a variety of reports and presentations including complex technical and analytical writings;
- counsel and advise employees, students, parents, and the public effectively and positively;
- establish and maintain effective work relationships with those contacted in the performance of required duties;