

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Position Description: Middle School Principal

A. PRIMARY FUNCTION:

Provides educational leadership for all aspects of the middle school program including personnel supervision and evaluation; organizational management; school-home-community relationships; curriculum and instruction; student services; special programs; and faculty and budget management. The principal shall serve on the Superintendent's cabinet.

B. ASSIGNED RESPONSIBILITIES:

1. Supervises and evaluates all certificated and classified staff following District procedures and criteria.
2. Prepares and manages school budgets, including 6-8 operations; School Improvement Program; Gifted and Talented Education (GATE); monitors school budgets for all appropriate categorical programs.
3. Provides school-based leadership for curriculum development and implementation.
4. Provides leadership for developing and accomplishing yearly school objectives and activities based on District goals.
5. Develops and maintains effective school-public communication.
6. Fosters and coordinates active parent participation through the Parent Teachers Association, School-Community Advisory Committee, and other volunteer efforts.
7. Supervises custodial staff and monitors facility and maintenance needs.
8. Provides appropriate organizational systems and procedures for the efficient and effective operation of the school.
9. Coordinates support services and special programs.
10. Maintains a school climate that strongly reinforces teachers' achievements, good performance, and teachers' sense of their contribution to the profession.
11. Demonstrates a participative management style that involves teachers in making decisions that affect the organization of the school.
12. Assumes responsibility with the staff for directing the standardized testing program and for the evaluation of test results by grade level.
13. Coordinates school-based staff development programs which correlate with District goals and objectives.
14. Provides leadership for the School Improvement Program, specifically facilitating the direction of the School Site Council.

C. DIRECTLY RESPONSIBLE TO: The Superintendent

D. MINIMUM QUALIFICATIONS:

1. Credential: Appropriate valid California Administrative Credential
2. Education: Master's Degree (minimum requirement)
3. Experience: At least five (5) years of increasingly responsible teaching and/or administrative experience in education.
4. Personal Qualities: Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from professionals who have observed his/her personal characteristics, scholastic attainment, and performance. Must possess mature judgement and ability to exercise individual initiative.