



MIDDLE SCHOOL PRINCIPAL

Class Definition: Administration

Under the direction of the Superintendent, the Principal oversees all operations of the school site and fulfills district level instructional and special project responsibilities.

Reports to: Superintendent

Provides Direction to: All classified and certificated staff at the school site and district level personnel as assigned by the Superintendent/Assistant Superintendent.

Recommended Qualifications:

- Appropriate California Administrative Credential
- Masters Degree plus 3 years of administrative experience or comparable experience with major responsibilities in district level leadership
- Demonstrated knowledge of contemporary standards-based instructional practices
- Excellent communication skills
- Familiarity with educational technology
- Outstanding organizational skills
- Demonstrated strength in building successful programs and developing teacher leaders

Performance Responsibilities:

- Fulfill obligations and duties related to the Districts K-12 instructional program and as well serve as the site principal.
- Plans, directs, and evaluates the instructional program at the school site.
- Supervise and evaluates certificated and classified personnel at the school site.
- Demonstrates initiative when interacting with parent groups, community organizations & stakeholders.
- Oversees site instructional programs and reporting responsibilities relative to Federal Entitlement & State mandated programs & reporting.
- Oversees the textbook selection process at designate grade levels.
- Oversees efforts toward improvement in the instructional process based on assessment data.
- Oversees all testing & assessment activities required by state or federal mandate.
- Participates in the selection of teachers and instructional support staff.
- Plans and developments staff development.
- Plans and implements technology as it relates to instruction, data reporting & communication.
- Other duties as assigned.

Essential Job Functions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate a calculator, typewriter and or keyboard.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 25 pounds.
- Able to carry up to 25 pounds.
- Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion

Term of Employment:

Work Year: 220 days

Salary: Appropriate Placement on Administrative Salary Schedule

Board Approved: December 22, 2016

Revised: January 11, 2018

Board Approved: _____