

PRINCIPAL (JUNIOR HIGH/MIDDLE SCHOOL)Job Summary

Under the direction of the Superintendent or designee, serves as the educational leader and chief executive of the school; to be responsible for direction of the instructional program, operation of the school plant, participation in staff and student activities; and exercise leadership in the community; perform other duties as assigned.

Qualifications:Required:

- Valid Administrative Credential
- Master's Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Demonstrate qualities of leadership requisite to the supervision of personnel
- Knowledge of curriculum and instruction, legal aspects of student discipline and attendance, and school level budget management

Knowledge and Ability:

1. Knowledge of use of Education Code, guidelines, district policies and procedures, Board goals and teachers' master contract
2. General knowledge of curriculum – ability to assist staff in improving instructional program
3. Skill in interpersonal relations with certificated and non-certificated personnel
4. Knowledge of district adopted programs, courses of study, special learning programs for exceptional children used in the district
5. Skill in interpersonal relations with certificated and non-certificated personnel
6. Knowledge of suitable student activities that promote the goals and philosophy of the district.
7. Ability to administer and organize staff and resources to promote desired goals
8. Knowledge of, and skill to, use methods of parent/child and staff counseling
9. Skill to develop acceptable student behavior
10. Ability to provide instructional leadership and vision in directing school community toward fulfilling high achievement goals
11. Knowledge of best instructional and effective practices in establishing and developing professional learning communities
12. Knowledge of successful 1:1 Laptop Learning programs and effective implementation practices
13. Ability to lead staff and students toward continued development of 21st Century learning skills
14. Ability to provide leadership in creating a positive, stable, high morale, caring, well-disciplined learning environment with high standards of behavior for students and staff
15. Knowledge of laws related to discipline practices
16. Knowledge of laws related to attendance and truancy
17. Ability to delegate the responsibility of discipline program effectively
18. Ability to communicate the program of the school to the public
19. Skill and ability to communicate with and relate to students
20. Ability to observe, record, identify and communicate areas of job performance of staff members
21. Knowledge of sources of support and service towards the educational progress of the school
22. Knowledge of conditions of school plant and staffing organization which promotes goals of the district
23. Knowledge of district procedures for communication
24. Knowledge of needs of staff and school programs; ability to plan for equitable expenditure of allowable funds
25. Ability to identify areas of school facility needing maintenance attention

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26. Knowledge of all provisions of the contract; knowledge of district's procedures for meeting the contract provisions; knowledge of Education Code provision governing employee organization contract
27. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Interprets and applies state, county and school district laws, regulations, policies, and procedures at the school site
2. Directs and assists assigned staff in carrying out an effective instructional program through conferences, meetings, bulletins, in service workshops and demonstrations, experimentation, interpretation of guides and classroom visits
3. Promotes the professional growth of assigned staff through personal counseling, participation in study conferences and committees and in service evaluation
4. Directs the educational activities of the school by implementing prescribed instructional programs and control of curricula standards; directs assigned programs for exceptional children and interprets results of testing programs to the teaching staff
5. Directs activities necessary to support the educational program of the school by guiding the organization and operation of student clubs, student government, and special interest activities; directs and coordinates the activities of assigned personnel including secretaries, custodians, nurses, cafeteria workers, and librarians; reviews and approves departmental budget; maintains the records necessary to meet established requirements; and administer the activities of the school
6. Directs activities necessary to support a program of student counseling and discipline by conferring with parents, health and guidance staff, and teachers concerning problems of student adjustment, assists the teachers as necessary in maintaining discipline, and supplies student records and recommendations as requested
7. Interprets the school program and its curriculum to parents through parent groups, open houses, personal conferences, and bulletins; promotes greater understanding among community groups of school objectives, accomplishments and problems; and represents the school in professional and community groups
8. Maintains an on-going relationship with students both in structured and non-structured activities
9. Evaluates work of all personnel in the school and makes recommendations for the continued employment, reassignment or separation from service of the personnel of the school
10. Plans for the full utilization of the services of the Director of Categorical Programs and Testing, the Director of Educational Services, the District Psychologist where such services can be used to augment the program of the school
11. Provides adequate leadership in developing and implementing rules necessary for a safe, effective and efficient school
12. Maintains open communication with the Superintendent and his/her staff by keeping him/her informed of conditions, needs, and activities of the school; and by submitting records and reports when due
13. Plans for the efficient use of instructional supply funds and annually submits recommendations for necessary capitol outlay expenditures
14. Conducts regular fire drills and inspections of the school facilities and submits work orders for necessary maintenance
15. Exercises continuous evaluation of the school's program, keeps the Superintendent informed as to the effectiveness of the program, and recommends changes in the program that would effect District policy
16. Has the authority to suspend pupils whose behavior is such as to warrant such action
17. If there is a student organization at the school, administers a system of accounting for student body funds in accordance with the Education Code, and sees that the student organizations' constitution is approved by the Board of Trustees annually
18. Develops master schedule and assignment of pupils to classes

Physical Requirements of this position are, but not limited to, the following:

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1. Mental acuity to advise and consult with students, personnel, administrators, parents and others relating to programs and services; make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone, and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations in training sessions, presentations, other meetings and on the telephone
7. Physical agility to lift, bend, stoop and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.