

TITLE: PRINCIPAL, MIDDLE SCHOOL

QUALIFICATIONS

Knowledge of

1. Assessment and evaluation of effective instructional techniques.
2. Curricular development and assessment.
3. Development of a school-wide master schedule.
4. Effective instructional strategies.
5. Preparation and implementation of a school-wide disaster preparedness plan.
6. Special education mandates.
7. State and district laws, rules, and regulations pertaining to the educational environment.
8. Supervision of campus climate and co-curricular events.
9. Safety rules and regulations for this position.

Ability to

1. Apply general policies and procedures to specific situations.
2. Assist in developing and implementing a school vision.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both oral and written forms.
5. Conduct workshops.
6. Effectively and efficiently supervise a variety of personalities.
7. Establish and maintain effective work relationships with those contacted in the performance of required duties, including to, but limited to, students, staff, law enforcement agencies, parent, and community members.
8. Facilitate open communication and understanding.
9. Facilitate participatory decision-making.
10. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
11. Identify school issues.
12. Interact with local support agencies.
13. Investigate issues which relate to school climate and safety.
14. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
15. Perform the job functions in the job description.
16. Present and maintain a professional appearance and demeanor.
17. Receive and give information over the telephone or in person in a courteous manner.
18. Set, follow, and evaluate school policies.
19. Understand and carry out oral and written instructions, policies, and procedures.
20. Work cohesively in a team environment.
21. Work successfully with diverse groups of people.
22. Write grant proposals.

Training and Experience

1. A Master's Degree or higher degree from an accredited college or university.
2. A work history demonstrating dependability, reliability, and good attendance.
3. Bilingual (Spanish) proficiency desired.
4. Four (4) or more years of successful teaching experience, preferably at the middle school level.
5. Participation in or graduation from the California School Leadership Academy
6. Possession and maintenance of a valid and appropriate California Administrative Services Credential.
7. Possession and maintenance of a valid California Teaching Credential.
8. Two (2) or more years of successful administrative experience, preferably at the middle school level.

REPORTS TO: Superintendent

SUPERVISES: All personnel attached to the school

JOB GOAL: To provide school-wide leadership, supervisory, and administrative skills so as to promote the educational development of each student.

ESSENTIAL FUNCTIONS

1. Actively participates in Accrediation and other school evaluation/study efforts.
2. Articulates Blue/Red vision, program, and goals to feeder shcools and community.
3. Assesses staff professional growth needs on a regular basis and provides varied opportunities for staff to participate in professional growth activities.
4. Assumes responsibility for ensuring student attendance rates are maintained at a high level.
5. Attends and participates in student, staff, and school-related community functions.
6. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
7. Confers with staff, students, and community leaders on school needs.
8. Conducts in-service activities for all staff members that include modeling appropriate instructional techniques.
9. Coordinates the functions of all certificated and classified employees.
10. Creates partnerships with business and community groups as appropriate.
11. Demonstrates a willingness to participate in district-level activities.
12. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students and staff.
13. Directs and actively participates in all Crisis Intervention Team activities.
14. Ensures proper maintenance and control of site-based and student funds.

ESSENTIAL FUNCTIONS (continued)

15. Establishes a participatory management system which provides staff involvement in appropriate decision making.
16. Functions as an instructional leader.
17. Implements all aspects of the "Caught in the Middle" concept to include proper liaison with elementary and high schools.
18. Implements district-approved curriculum.
19. Implements district-approved curriculum.
20. Interacts with parent, student, and staff concerns in a sensitive and timely manner.
21. Interprets school programs to community leaders.
22. Keeps the superintendent informed of the school's activities and problems.
23. Knows and understands the Vision Statement of the district.
24. Knows, understands, and implements board policies and regulations applicable to assignment.
25. Maintains a high level of visibility on the campus.
26. Maintains administrative records.
27. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
28. Manages time effectively so that priorities are attended to in an effective manner.
29. Meets regularly with students, staff, and parents to evaluate the school and plan for its improvement in all aspects - curriculum, instruction, administration, fiscal management, student activities, and community involvement.
30. Monitors the maintenance of the buildings and grounds in an aesthetically pleasing manner.
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32. Monitors the progress of pupils, and takes action to ensure that a high level of pupil success is achieved.
33. Monitors the school budget and makes financial decisions based on priorities; maintains a balanced budget.
34. Motivates, encourages, and supports each student and staff member.
35. Participates in district in-service training as required.
36. Performs such other tasks and assumes such other responsibilities as the superintendent may assign.
37. Plans for the most effective use of curriculum materials, instructional supplies, and equipment.
38. Plans, coordinates, and evaluates the curricular and extra-curricular programs of the school.
39. Plans, supervises, and directs the business operation of the school in accordance with district policies and procedures.
40. Provides instructional leadership in the latest instructional strategies to include, but not limited to, Cooperative Learning, Thematic Approaches, and Direct Instruction.
41. Provides leadership to staff in the selection and use of textbooks and instructional materials.

ESSENTIAL FUNCTIONS (continued)

42. Provides leadership to the site, to the team (BlueRed), and to the district.
43. Provides leadership to the staff and community in maintaining and/or developing educational programs which meet the needs of all students.
44. Provides leadership to the staff in determining short range and long range plans based on school level needs and/or overall District goals and objectives.
45. Provides monthly written information to the community about school programs, events, etc.
46. Returns all phone calls from parents/guardians on an immediate as possible basis, and definitely within 24 hours.
47. Serves as member of all special education IEP potential placement meetings.
48. Strives to create a school climate which is positive and productive for students, staff, and community.
49. Supervises and evaluates the performance of all school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
50. Takes all appropriate actions to ensure any potential gang or gang-related activities are eliminated.
51. Uses a participatory management system, which provides staff involvement in appropriate decision making.
52. Works in conjunction with the Learning Director and staff to instill confidence and competence in each student.
53. Works with teachers, Learning Director, students, staff, parents, and other administrators to design, implement, monitor, and assess each area of the curriculum, emphasizing the K-12 sequence.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
3. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.
4. Some positions in this class may require individuals who can read, write, and/or speak a second language.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.

PHYSICAL ABILITIES (continued)

5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
19. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 215-day work year
Certificated Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by:	Board of Education	Date:	May 14, 1992
Approved by:	Board of Education	Date:	June 26, 2003

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
DRUG-FREE, TOBACCO-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**