

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Middle School Principal**
Salary: Management Salary Schedule, Range 7
Reports to: Superintendent

SUMMARY:

Serves as the instructional leader with full operational responsibility of the school site operations. Plans, directs, and manages the activities and operation of a middle school including leadership of first line administrators, certificated and classified staff, budget administration, complex educational and categorical program management. Ensures maintenance and upkeep of school site to promote a safe learning environment. Responsible for the reform of instructional practices that results in higher student achievement.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Instructional Leadership: Sets high standards for instruction and assessment in an accountable environment.

- Establishes implementation of academic standards and student performance.
- Coordinates curriculum and staff development and curriculum alignment.
- Collects, analyzes and disaggregates multiple forms of data to analyze program effectiveness and plan instruction
- Ensures that students' learning time is maximized
- Ensures that all students have continual growth

Strategic Leadership: Establishes a school vision, mission, and systems to support and ensure students are prepared for college/career success. Aligns and leverages budgets, and resources to achieve school and district goals. Leads the development and achievement of shared vision of student success and implements strategic changes, which result in improved achievement for all students.

Cultural Leadership: Establishes and maintains a positive school culture that contributes to students learning.

- Establishes and builds a culture of collaboration which includes all stakeholders, involves shared leadership and focuses on student achievement
- Celebrates and honors success as means to advance staff and students
- Designs structures and processes that results in parent and community engagement, support and ownership for the school

Human Resources: Follows a process to recruit, hire and maintain highly effective staff, supports teachers in their instructional practices and holds staff accountable for their role in the school organization. Builds capacity through the evaluation process coupled with strategic professional growth opportunities.

Management Leadership: Ensure systems and process are in place to effectively manage the day-to-day operations of the school.

- Sustains a safe, efficient, clean, and well-maintained school environment that supports student learning
- Designs and utilizes communication systems that focus the staff and school community on improved student achievement
- Manages the complexity of human interactions, so that the focus of the school is on improving student achievement
- Is proactive in anticipating of, responding to, and identifying solutions for opportunities and challenges.
- Develops and enforces expectations, structures, rules and procedures for students and staff
- Designs protocol and process in order to comply with federal, state and district mandates.

Professional Leadership and Growth:

1. Models personal and professional conduct (ethics, integrity, justice, and fairness) and expects the same behaviors from others
2. Maintains an active professional growth plan.

QUALIFICATIONS

Education:

- Bachelor's degree from an accredited college or university.
- Master's degree, preferred.

Experience:

- Experience as a successful classroom teacher (minimum of five years).
- Experience in a leadership position, preferred site administrative experience.
- Previous experience in working at the middle school level.

Knowledge of:

- Professional specialization in principals and practices of California school management, thorough knowledge of curriculum and instruction, budget practices, supervisory techniques, facility management and regulation, process and procedures related to education. A broad working knowledge of organizational management practices as applied to the analysis and evaluation of programs, policies and operational needs. Working knowledge of school budget preparation and administration. Knowledge of the principals of supervision, training and performance evaluation: pertinent Federal, State and local laws, codes, and regulations: effective instructional practices and standards-based instruction; and District organization, operations, policies and objectives. Well -developed human relations skills sufficient to prepare and deliver talks to large and diverse audiences, to motivate a multi-level team and resolve confrontation. Requires advanced writing skills to prepare communications devices and reports.

Ability to:

- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel: delegate authority and responsibility. Select, supervise, train and evaluate staff. Provide administrative and

professional leadership and direction to the school site. Identify and respond to issues, concerns and needs in a timely manner. Develop, implement and administer goals, objectives and procedures for providing effective and efficient operations. Prepare and administers larger and complex budgets. Allocate limited resources in a cost-effective manner. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluation new service delivery methods, procedures and techniques. Prepare clear and concise reports. Manage and prioritize multiple tasks. Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Licenses and Certificates:

- Valid California credential and an valid California Administrative Services Credential
- Possession of a valid Class C California driver's license (as appropriate to the assignment).

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English, with Spanish being the preferred language

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: