

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

MIDDLE SCHOOL PRINCIPAL

DEFINITION

Under the supervision of the Director of Secondary Education, the middle school principal provides leadership and an accountability system consistent with the school's and District's philosophies, policies, and procedures for school-based task forces of staff, administration, parents, and students. The principal is responsible for the supervision and outcome of all aspects of the educational program of the assigned school. The principal must possess a clear understanding of the characteristics and needs of young adolescents and must translate that understanding into a vision of an appropriately organized and effective middle school.

EXAMPLES OF DUTIES

- Selects and assigns personnel to the program so that the school operates successfully and to the advantage of students.
- Assures that classified and certificated staff are knowledgeable of how to effectively educate and relate with middle school students.
- Encourages articulation and supportive relationships with feeder elementary schools and receiving high schools.
- Supervises and evaluates personnel to assure the effectiveness of the instructional program.
- Maintains the school facility in a manner that results in an attractive, functional, and safe environment for students and staff.
- Assures the existence and promulgation of an extra-curricular program, academic and athletic, which is beneficial to middle school students.
- Relates effectively with the news media so that middle school activities and achievements receive adequate publicity.
- Encourages professional growth activities for all staff members so that the school program reflects constant improvement.
- Works productively with parent and community organizations to promote support for and understanding of site and District programs.
- Assists parents in identifying skills and strategies that may enhance parenting skills.
- Facilitates communication both within the school and to other constituencies such as central office staff and community members.
- Participates, as needed, on district-wide planning and/or action committees.
- Manages all site budgets, including student body accounts, to assure fiscal accountability and positive monetary balances.
- Relates effectively with local service and social service agencies to assure a high level of attention to the needs of the school, students, and community.
- Maintains professional and personal relationships with colleagues in order to keep abreast of current practices, procedures, and innovations emanating from the middle grades reform movement.

Required Qualifications

Knowledge of:

Principles, problems, and methods of public middle school education and administration, including organization, personnel, curriculum, and fiscal management relevant to assigned responsibilities.
Office management principles, methods, and procedures.
Relevant state and federal regulations and procedures.
Staff supervision and master schedule techniques.
Shared decision making techniques.
Effective middle school practices.

Ability to:

Display knowledge and understanding of learning theory and practices as related to middle school students.
Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.
Analyze and identify present and potential middle school curriculum needs and trends, develop and evaluate alternate solutions, and propose plans of action.
Prepare and present clear and concise reports.
Work effectively and collaboratively with students, staff, parents, and community.
Plan and implement appropriate staff development activities.
Facilitate the decision making process.

Education:

Graduation from an accredited four-year college or university. Progressive post graduate training and experience in the areas of curriculum development, learning theory, and school administration. Appropriate administrative credential required. Advanced degree desirable.

Experience:

Five years of recent teaching, school administrative experience, or a combination thereof is preferable.

Special License:

Appropriate state credential.

Salary:

This is a position designated as Certificated Management. Salary, benefits, and work year are provided in adopted policies of the Board of Education.