

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Middle School Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of four years of credentialed service.

Desirable Five or more years teaching and administrative experience at the secondary level.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the supervisor, the principal shall be responsible for planning, organizing, delegating, controlling and evaluating the site level curriculum; instructional processes and procedures; specially funded programs; student discipline, welfare and guidance services; testing and evaluation; budgetary and fiscal procedures; communication and articulation; and utilization and operation of the school plant. The principal shall also be responsible for the supervision and evaluation of the racially, ethnically and socially diverse site personnel in accordance with Board policy and applicable Collective Bargaining Agreements.

Special emphasis will be placed on establishing a learning environment which allows optimum staff participation in developing goals and objectives; fosters high morale; recognizes the uniqueness of each individual; provides an instructional program to meet these needs; and communicates positively with district, other schools and the community.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Middle School Principal's job performance will be as follows:

1. The educational programs of the site will have been effectively directed, coordinated, implemented and evaluated.
2. Communication efforts between the district, site personnel, students and community will have been efficiently and effectively directed, coordinated and evaluated.
3. District policies, goals, objectives and priorities will have been appropriately interpreted, implemented and communicated to the site personnel and community.

4. The design and implementation of staff development efforts and educational related research will have been capably directed, coordinated and evaluated.
5. Student health, safety, attendance and student record keeping procedures will have been effectively directed and coordinated.
6. Research and testing for the measurement of effectiveness of educational programs will have been competently directed, coordinated and evaluated.
7. The federal and state instructional projects and/or community funded projects will have been appropriately supervised and evaluated.
8. In accordance with district philosophy, goals, objectives and priorities, curriculum development will have been effectively directed and coordinated.
9. Budgetary procedures for expenditure of site level funds will have been appropriately developed and efficiently administered.
10. Certificated and classified staff of the school will have been assigned, supervised and evaluated in a timely manner.
11. Procedures for identifying and referring students with special educational needs will have been satisfactorily supervised.
12. In accordance with district policy, discipline procedures will have been effectively implemented and supervised.
13. Appropriate assistance will have been provided in the screening, selection, transfer and dismissal of personnel.
14. Competent supervision of the student organizations and co-curricular activities and the development and maintenance of a master calendar will have been provided.
15. Faculty and departmental meetings will have been appropriately planned and directed.
16. The utilization, maintenance, operation and security of the school plant will have been efficiently supervised.
17. District support services, such as health, psychological, food, transportation and maintenance will have been capably coordinated.
18. Site level records and reports to the district will have been transmitted in a timely manner.
19. The articulation of site level programs with all appropriate groups will have been effectively managed.
20. Positive management leadership in the areas of planning, organization, delegation, control and evaluation will have been expeditiously provided.
21. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.

22. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
23. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
24. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
25. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
26. Other duties assigned by the supervisor will have been effectively accomplished.