

**CLASS SPECIFICATIONS FOR THE  
PRINCIPAL, MIDDLE SCHOOL**

**DEFINITION**

Serves as educational leader and general administrator of a school. Has administrative responsibility for the direction to, and holds responsible and accountable for the effective performance of their assignments, the certificated and non-certificated personnel serving in the school on a permanent, part-time, and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the superintendent.

**QUALIFICATIONS**

Credential: Possession of a standard administration credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

and

Education: A bachelor's degree from an approved institution is required. Advanced degrees are preferred.

and

Experience: A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional middle school teaching experience, administrative, or supervisory experience at the middle school.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_\_\_ 1. The principal is responsible and accountable for the implementation of the approved school programs and for providing leadership to the staff regarding the modification of such programs to meet the unique needs of the school.
  - \_\_\_\_\_ a. Studies and initiates the use of new teaching methods and materials, and initiates, encourages, and directs experimental and pilot programs of instruction.
  - \_\_\_\_\_ b. Keeps immediate supervisor advised about the effectiveness of the operations of the school and about any problems, or potential problems, which may arise.
  - \_\_\_\_\_ c. Orients new personnel, and provides in-service training within the school in cooperation with district-wide in-service training programs.
  - \_\_\_\_\_ d. Is responsible for teacher supervision, including classroom visitations and observations of teaching strategies.
  - \_\_\_\_\_ e. Plans with members of the staff regarding their professional development and improvement.
  - \_\_\_\_\_ f. Evaluates probationary and permanent (classified and certificated) personnel on a continuous and self-improvement basis, in consultation with appropriate district personnel, in terms of the degree to which they accomplish goals as measured by agreed upon evaluation criteria, and regarding their capacities for growth and development. In addition, he/she conducts systematic evaluation conferences on an individual basis.

## PRINCIPAL, MIDDLE SCHOOL

### TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- \_\_\_\_\_ g. Evaluates ongoing program and curriculum on a critical, systematic and continuing basis with referral of recommendations to the appropriate office, using as a base the adopted goals of the district and the school as well as recommended reforms in state education.
- \_\_\_\_\_ h. Orders and secures adequate supplies and materials necessary for the conduct of the approved programs of curriculum and instruction within the limitations of his/her budget allocations.
- \_\_\_\_\_ i. Schedules, with the direct assistance of the vice principal, effective utilization of personnel within the school.
- \_\_\_\_\_ j. Seeks the assistance of appropriate central staff personnel in connection with scheduling activities and effective staff utilization.
  
- \_\_\_\_\_ 2. Assumes primary responsibility for the public relations of the school, and establishes and strives to maintain effective, constructive relationships with students, faculty, and parent groups.
- \_\_\_\_\_ 3. Acts as liaison between central staff personnel and the school, making maximum use of those central staff services which assist in carrying out duties and responsibilities. Determines what services are required and request such services.
- \_\_\_\_\_ 4. Establishes and enforces appropriate rules and regulations, consistent with Board of Education policy, for the care and disciplinary control of students in the school in keeping with approved district policy and with the direct assistance of the vice principal.
- \_\_\_\_\_ 5. Advises the associate superintendent and area assistant superintendents concerning assignment, transfer, and promotion of teachers and other personnel assigned to his/her building.
- \_\_\_\_\_ 6. Directs the vice principal and (if assigned) the dean, and delegates such functions and responsibilities in keeping with district-wide policy with the established job specifications for these positions.
- \_\_\_\_\_ 7. Assumes responsibility for the school guidance program, insuring that its effectiveness be monitored and guidance personnel be supervised, working directly with the vice principal and/or dean.
- \_\_\_\_\_ 8. Assumes responsibility for a full and effective student activities program for the school, working closely with the teacher to whom student activities are assigned.
- \_\_\_\_\_ 9. Monitors the services of the media center to insure their effectiveness, working closely with the media specialist.
- \_\_\_\_\_ 10. Assumes responsibility for the following auxiliary services:
  - Student use of the cafeteria area;
  - Health and first aid;
  - Transportation as regards arrival and departure of buses;
  - All other services for the benefit of students and staff.
- \_\_\_\_\_ 11. Supervises clerical personnel assigned to the school and assigns them to their particular duties.
- \_\_\_\_\_ 12. Supervises the custodial personnel assigned to the school and inspects the school plant and premises regularly to insure safety, health, sanitation, security, appearance, and effective operation. Consults with the appropriate staff members on such matters.

## **PRINCIPAL, MIDDLE SCHOOL**

### **TYPICAL DUTIES AND RESPONSIBILITIES** (Continued)

- \_\_\_ 13. Is responsible for the preparation and submission of the annual budget of the school, and the administration of the approved budget. Insures staff involvement in the process.
- \_\_\_ 14. Instructs teachers and pupils as to their conduct and duties in cases of fire and other emergencies; and institutes and conducts FIRE DRILLS at least once each school month and other emergency drills as required.
- \_\_\_ 15. Serves on committees and performs such other duties as may be specified by the superintendent, the associate superintendent, or the area assistant superintendent.
- \_\_\_ 16. Completes needed reports and supplies needed information for particular cases as specified by the superintendent, associate superintendent, or the assistant superintendent.
- \_\_\_ 17. Sees that the policies and rules and regulations of the Board of Education, and administrative regulations of the superintendent, are made effective in the school.
- \_\_\_ 18. Maintains effective liaison with other schools, colleges (particularly in the assignment of student teachers), community agencies, and the elementary and high school segments.
- \_\_\_ 19. Keeps professionally knowledgeable through professional organizations and an examination of professional literature as to innovative practices in other schools and other changes in educational practice.

### **SPECIAL PROGRAM DUTIES AND RESPONSIBILITIES** (SIP, Title I, Multilingual, Special Education, GATE, etc.)

- \_\_\_ 20. Develop school plan with appropriate district personnel.
- \_\_\_ 21. Involved in hiring, evaluating, and training program staff.
- \_\_\_ 22. Involved in program evaluation.
- \_\_\_ 23. Consults and counsels with parents, teachers, and students.
- \_\_\_ 24. Establishes the school policy for program implementation.
- \_\_\_ 25. Assists with transportation issues and problems.
- \_\_\_ 26. Involved in screening and recommending pupils for programs.
- \_\_\_ 27. Handles discipline problems.
- \_\_\_ 28. Administers budget.

### **UPE**

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