

## **UNION SCHOOL DISTRICT**

### **MIDDLE SCHOOL PRINCIPAL**

#### **The Position**

Under the direction of the Superintendent, the Principal serves as the instructional leader and chief executive at an assigned middle school site. The Principal establishes and maintains a culture and climate focused on student achievement and continuous improvement. The Principal is responsible for the instructional program, the operation of the school facility, the site budget and resources, community relations and effective communication. The Principal is responsible for implementation of Site and District policies, procedures, programs and goals. The Principal is the lead learner, modeling and promoting strong relationships with the staff, students and community.

#### **REPRESENTATIVE DUTIES**

- Provides leadership in curriculum and instruction.
- Maintains knowledge of current educational issues, trends, and best practices regarding curriculum, instruction, technology and assessment and uses this knowledge guide to a highly performing team of teachers to meet the educational needs of a diverse group of middle school students.
- Works closely with Human Resources staff to recruit, select and retain a high quality teaching and support staff.
  - Develops this site team to implement student academic achievement plans and goals.
  - Inspires and elevates the team to do their personal best to help each child to thrive and grow.
  - Promotes life-long learning and the professional growth of all team members.
  - Supports training, creativity, experimentation and innovation for all team members.
- Directs, supervises, observes and evaluates performance of staff members; provides systematic coaching and accountability evaluations; works with Human Resources to develop plans for improvement in cases of substandard performance, and identifies and encourages individual growth and leadership potential.
- Assigns all students in such a way as to encourage their optimum growth and makes periodic appraisals of pupil progress.
- Supervises the safety, discipline and management of students.
- Interprets and applies State, County, and District laws, regulations, policies and procedures at the school site.
- Develops, monitors and implements a site budget, in conjunction with site and district staff that is fiscally responsible and maximizes the available funds to meet site and district goals.

- Promotes a healthy school culture by creating and supporting programs that nurture the middle school student; ensuring guidance staff, such as counselors, and teachers confer with parents to assist students with adjustment and discipline issues.
- Works with site team to identify and implement extra and co-curricular activities that allow students to explore areas of interest and that provide a well-rounded school experience.
- Promotes and fosters a positive school community by cultivating strong relationships with and among parents, staff, students and advisory committees.
- Demonstrates sensitivity to the needs of the school community.
- Directs activities and articulation programs for incoming sixth grade students and eighth grade students bound for high school.
- Is an active and engaged member of a highly collaborative management team.
- Is aware of and uses social media to support communication and awareness of school activities and accomplishments.
- Effectively communicates with all constituents.
- Delegates authority to appropriate personnel. Maintains constructive personal relations with individuals and groups; mediates and resolves conflicts related to areas of responsibilities that involve staff, students, parents and community members.
- Plans, supervises and directs the business and facilities operations of the school in accordance with District policies and procedures.
- Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in District procedures.
- Strives to maintain a high level of staff morale.
- Performs such other professional and administrative duties as assigned.

## **Qualifications**

### *Required Certification, Education and Experience:*

Must have any combination equivalent to: Bachelor's degree from an accredited college or university; Master's degree with major course work in Educational Leadership, Curriculum, Instruction or a related field; five (5) years of teaching, counseling or school psychology experience; Possess or have the ability to possess a California Administrative Credential and prerequisite Teaching or Pupil Personnel Services Credential; Demonstrated leadership and organizational abilities; and a valid California driver's license.

### *Personal Characteristics:*

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

**SALARY & BENEFITS:** The Principal is compensated per the Management Salary Schedule. This position works 214 days (Full time). The District provides a competitive benefits package.

**WORKING CONDITIONS:** Duties require punctuality and the ability to multi-task. Duties are performed on a school campus and may include the following: working in an office environment while sitting at a desk, supervising the campus activities, and observing classroom instruction. Duties are also performed in the community, making oral presentations and attending meetings. Principals may be required to work a flexible schedule, evening and weekend hours. Principals are subject to extensive public contact with external agencies and individuals seeking information.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate a computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds. Incumbents must be poised, professional and report to work five days per week, eight hours per day.

**Disaster Service Worker**

*CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*