

Job Title: MIDDLE SCHOOL PRINCIPAL

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Definition:

Under the direction of the Superintendent, the role of the middle school principal as an instructional leader is to support student achievement. The middle school principal has the primary responsibility to manage the school within district policies and procedures. The middle school principal supervises all certificated and classified employees assigned to the school to maximize student achievement.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Involves the school community in articulating a vision of learning congruent with the district vision and grounded in principles of equity and high standards.
2. Guides and monitors decisions, actions and outcomes aligned with the vision of learning of the site and district.
3. Conducts frequent, systematic classroom observations to monitor instructional and curriculum effectiveness.
4. Works with the faculty to articulate an understanding of a standards-based curriculum to improve the instructional program and prepare students for college and career.
5. Utilizes data to inform instructional decisions resulting in increased student learning.
6. Promotes a positive school culture of high expectations conducive to student learning and professional growth.
7. Creates a culture that reflects Positive Behavior Interventions and Supports (PBIS) and Social Emotional Learning (SEL) systems that encourages and recognizes appropriate behavior.
8. Promotes extended-learning opportunities and extra-curricular activities.
9. Ensures effective implementation of district-adopted programs and materials, including, but not limited to, intervention, PBIS, GATE and SEL.
10. Interprets and applies data to address gaps in achievement and supports the placement of students in appropriate academic classes.
11. Attends professional development and implements research and evidence-based best practices in the fields of curriculum, instruction, and learning theories.
12. Evaluates all assigned personnel in accordance with district-adopted guidelines.
13. Oversees the intramural athletic program and participates in the Tri-District Sports League.
14. Attends and supervises home and away athletic games as needed.
15. Oversees and attends evening events such as concerts, club events and community events.
16. Coordinates the use of school facilities for outside entities (City of Lancaster).
17. Engages stakeholders actively and effectively in sharing responsibility for planning, decision-making and problem solving at the site.
18. Oversees the effective operation of the learning environment and the safety and security of facilities, students and personnel.
19. Implements a range of strategies designed to include the families of all students as well as community perspectives in planning and reviewing site goals, results and operations.
20. Works within the scope of Professional Learning Communities to increase the use of effective teaching strategies, use data to monitor student progress, and develop a culture of collaboration that focuses on student-learning and results.
21. Empowers leadership skills in all staff contributing to an environment that results in improved learning outcomes for all students.

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22. Develops a Multi-Tiered System of Supports (MTSS) to provide high quality instruction and interventions matched to student need.
23. Plans, develops and maintains effective organizational and community relationships.
24. Articulates and guides decision making based on a set of professional values that is aligned with ethical concepts of equity, fairness, justice and service.
25. Models principles of reflective practice and continuous growth by serving as the lead learner in the school community.
26. Demonstrates communication, public relations, and interpersonal skills.
27. Models professionalism across all areas of responsibility and authority.
28. Provides stakeholders with timely, useful, and understandable information related to site issues, policies, and practices including data about schools and student performance.
29. Understands, prioritizes, and expends site budget in alignment with the school plan to increase student achievement.
30. Other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education
- Procedures, methods, and strategies of organization, management, and supervision
- Current research-based instructional trends regarding elementary / middle school age students
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation
- Results and performance evaluation techniques pertaining to program and personnel performance effectiveness
- Human relations strategies, conflict resolution strategies, and team building principles and techniques
- School reform and restructuring
- California Standards for the Teaching Profession
- California Content Standards and State Frameworks
- Special Education laws and protocols as they relate to the Individual Education Plan (IEP) process
- Education Codes pertaining to student discipline
- District adopted employee evaluation and discipline procedures including the Stull Bill
- Teachers Association of Lancaster and California School Employees Association Agreements
- Effective instructional strategies
- District and State assessment mandates
- Conflict resolution techniques

Skill and Ability to:

- Direct, lead, and coordinate the multifaceted functions and activities of an elementary/ middle school facility

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- Demonstrate effective instructional, organizational, and administrative leadership
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions
- Communicate effectively in oral and written form
- Plan, develop, and maintain effective organizational and community relationships
- Operate computer and related software that pertain to job duties
- Work with an ethnically diverse population
- Utilize data analysis techniques and data
- Utilize District Student Information Technology Systems
- Mediate conflict
- Prioritize responsibilities and time effectively
- Maintain professional confidentiality
- Work harmoniously with school district personnel, parents, students, supervisors and departments

Training and Experience:

- Possession of a valid California Credential authorizing service as an elementary/middle school principal
- Master's degree or higher from an accredited college or university in educational administration, curriculum and instruction, or closely-related field
- A minimum of five (5) years of effective classroom teaching experience
- A minimum of three (3) years of effective administrative experience desired
- Possession of EL certification

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside and outside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- May be required to take and pass physical examination.
- May be required to work evenings and weekends
- May be required to attend periodic evening meetings and/or travel within and out of district boundaries to attend meetings
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Must have a valid California driver's license and be insured
- Utilize own vehicle for transportation as needed

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PHYSICAL REQUIREMENT INFORMATION

| Physical Demands: | HPD = Hrs. Per Day | | |
|--------------------------|---------------------------|-----------------------------|--------------------------|
| + | Rarely (0 - 1.5 HPD) | Occasionally (1.5-3 HPD) | Frequently (3 - 6HPD) |
| Sitting | | | X |
| Standing | | | X |
| Walking | | | X |
| Bending (neck) | | | X |
| Bending (waist) | | X | |
| Kneeling | X | | |
| Reaching | X | | |
| Stooping | X | | |
| Crawling | X | | |
| Twisting (back & neck) | | | X |
| Climbing | X | | |
| Pushing/ Pulling | X | | |

| | Lifting | | | Carrying | | |
|--------------|----------------------|------------------------------|--------------------------|----------------------|--------------------------------|--------------------------|
| | Rarely (0-1.SHPD) | Occasionally (1.5 - 3HPD) | Frequently (3 - 6HPD) | Rarely (0-1.SHPD) | Occasionally (1.5 - 3 HPD) | Frequently (3 - 6HPD) |
| 0- 10 lbs. | | | X | | | X |
| 11 - 25 lbs. | X | | | X | | |
| 26-50 lbs. | X | | | X | | |
| 51- 75 lbs. | X | | | X | | |

| Mental Demands: | Rarely (0 - 1.5 HPD) | Occasionally(1.5 - 3 HPD) | Frequently(3 - 6 HPD) |
|------------------------|-------------------------|----------------------------|---------------------------|
| Problem Solve | | | X |
| Make Decisions | | | X |
| Supervise | | | X |
| Interpret Data | | | X |
| Organizing | | | X |
| Write | | | X |
| Plan | | | X |
| Multi-Task | | | X |

| Equipment Use: | Rarely (0 - 1.5 HPD) | Occasionally(1.5 - 3 HPD) | Frequently (3 - 6 HPD) |
|-------------------------|-------------------------|------------------------------|---------------------------|
| Telephone | | X | |
| Copier | X | | |
| Computer | | | X |
| FAX Machine | X | | |
| Radio /Walkie Talkie | | | X |