

## ORANGE UNIFIED SCHOOL DISTRICT

### **PRINCIPAL, MIDDLE SCHOOL**

#### **DEFINITION**

Under professional direction, to serve as the chief administrative officer of a middle school facility; to plan, implement, and direct the operational procedures and processes of a site facility; to plan, develop, and implement instructional goals and objectives, and procedures for evaluating program effectiveness; to plan, develop, and conduct staff development and staff training programs and activities; to plan and conduct public and community relations programs; and to do other related functions as directed.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in educational programs, and curriculum and instructional strategies. Directly related administrative experience is necessary to assure success in a middle school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, ancillary staff, and other educational personnel to influence, motivate and monitor result objectives of the school operation. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Serve as the instructional leader of a middle school facility.
- Plan, design and conduct follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the needs of students and the educational community.
- Plan, develop, organize, conduct, and maintain performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals.
- Plan, develop, organize, and administer support systems which provide optimal educational opportunities for adolescent age pupils.
- Assess the school facility educational and program offering needs, and develop short-term, mid-term and long-range planning strategies for maintaining an optimal educational program.
- Design a master calendar of programs and activities to implement the facility goals and objectives.
- Plan, develop, organize, and administer a variety of support systems which aid in allowing the student population to achieve at maximum potential.
- Plan, develop, and implement budget planning and expenditure control procedures.

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- Manage a comprehensive middle school physical facility, identifying needs and recommending additions, modifications, and services.
- Evaluate expenditure requisitions and allocate instructional supply, material, and equipment funds appropriately.
- Plan, develop, and implement effective administrative support systems, and delegate appropriate areas of responsibility to subordinates.
- Confer, consult with, and advise District, public and private agency personnel, and parents concerning student educational and behavior problems and alternative problem solutions.
- Manage, supervise, observe, and assess site personnel performance, and provide counsel and assistance as required.
- Plan, develop, organize, and conduct staff development and staff training programs which identify and encourage leadership potential.
- Confer with site and District instructional support personnel in decision making processes, and in the development of alternative approaches to solving educational concerns and issues.
- Participate in the formation and functions of District and site advisory groups and committees.
- Assist the school community and the public in their awareness of the site goals and objectives and the strategies for achieving them.
- Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
- Supervise, direct, and coordinate the assignment of instructional and pupil support personnel.
- Establish administrative review procedures to ensure a maximum utilization of monetary and human resources.
- Establish and maintain procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
- Responsible for the management, monitoring, auditing, and evaluating of site special funded programs.
- Plan, develop, and provide management reports pertaining to the educational and safe school climate and the functions and activities of the school facility.
- Coordinate student and family assistance programs with social service and youth service agencies.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, techniques, strategies, goals, and objectives of public education at the elementary and secondary level;

Philosophical, economic, and legal aspects of public education;

Procedures, methods, and trends of organization and management of a middle school;

Curriculum development strategies, instructional delivery systems, and program evaluation processes;

Evaluation techniques for determining program activity and personnel effectiveness;

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Human relations and conflict resolution strategies and team building principles and techniques;  
Safe working methods and procedures.

### **Ability to:**

Manage, lead, and direct the functions and activities of a middle school;  
Demonstrate an effective instructional, organizational, and administrative mode;  
Effectively analyze problems, determine alternative problem solutions, and make appropriate and effective decisions;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions with minimal accountability controls;  
Establish and maintain effective organizational, public, and community relationships.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### **Experience:**

Five years of successful teaching experience, including two years of teaching experience at the middle school level.

### **Education:**

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional, technology, or a closely related field.

### **Certification Requirement**

Possession of a valid credential authorizing service as an elementary and secondary level school principal.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.