

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014

Salary Schedule: 251; Row: 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **PRINCIPAL – MIDDLE SCHOOL**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Principal leads and directs the educational program of the middle school within the framework of district policy and supervises the responsibilities of all site personnel.

JOB FUNCTIONS:

- Maintains and administers the adopted policies of the Board of Trustees, and interprets and applies state and county laws, regulations, procedures and policies at the school site
- Plans, directs, coordinates and evaluates instructional programs at a middle school to ensure that research based and proven classroom instructional methodologies are used to assist the school in meeting its AYP and NCLB targets in accordance with State and federal laws, District regulations and other specially funded program requirements
- Interprets the school program and its curriculum to parents through open houses, personal conferences and bulletins; promotes greater community understanding of school objectives, accomplishments and programs; and represents the school in professional and community groups
- Develops a thorough understanding of the area served by the school, homes, citizens, activities, problems, key organizations, and attitudes concerning education in general and the school in particular
- Plans personnel needs and makes appropriate recommendations to the Human Resources Department for employment, re-employment or dismissal of personnel
- Supervises the planning, administration and evaluation of the school budget and translates the school's financial needs
- Supervises the organization of all transportation that affects the school
- Supervises the regular inspection of the school plant and promotes proper student respect for school property
- Directs the educational activities of the school, giving direction to the instructional programs and education methods
- Responds to the needs of students by involving them in committees, involving the staff and students in developing programs centered on student needs, hearing student concern, and including students in the evaluation of school programs

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JOB FUNCTIONS – continued

- Works with district personnel, co-administrators, teachers, students and laymen in evaluating and improving the curriculum and the educational program of the school
- Directs assigned programs for exceptional children, recommends the initiation of new programs for exceptional children, and organizes the coordination of these programs with the existing regular school program
- Directs activities necessary to support a strong, educationally sound program of student counseling which includes vocational, personal and school counseling
- Directs activities necessary to support a strong, educationally sound program for student discipline
- Assumes the responsibility for the detailed organization and efficient administration of all school activities which includes student clubs, student government, athletic programs, and school dances
- Directs, and assists the assigned staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops and demonstrations, experimentation, interpretation of guides, and classroom visits
- Acts as a staff leader to stimulate and encourage personal growth and professional development through the use of counseling, participation in study and conferences and committees
- Conducts regular staff meetings to communicate policies, to solve common problems, and to appraise the total educational program
- Directs the on-site evaluation procedure for all certificated and classified employees according to district policy
- Prepares a detailed and functional school site handbook
- Provides for all emergencies in case of accident, fire, etc.
- Able to conduct verbal conversation, write, and read in English
- Establishes and maintains participatory and positive team management approaches for problem solving and improvement
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

Personal and Professional Qualities:

- A basic and clear understanding of the human dynamics of school administration, a good sense of humor, a deep respect for all human beings, and a balance of perspective of life and job as they relate to one another
- Excellent health, vigor, stamina, and stability

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Personal and Professional Qualities - continued

- Skill in human relations
- Patience, wisdom, firmness as well as flexibility and adaptability
- Integrity
- Accountability
- Strong professional and personal principles
- Ability to listen, observe and to absorb the concerns of the Board, staff, and community and to act upon needs
- Ability to formulate goals, coordinate and direct advisory groups at all levels, and communicate goals to the Board of Trustees, staff, and community
- Maintains and continually renews a deep understanding of the purposes of public education in a changing society with a keen insight into the special needs of all subgroups within the community
- Management ability in the areas of planning, organizing, controlling, communicating, and leading

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree from an accredited institution of higher learning in administration.

Experience:

- Minimum of five years teaching experience
- Experience may include teaching, counseling, librarian, and psychologist; however, some teaching experience is preferred.

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Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position