

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014

Revised: February 20, 2019

Salary Schedule: 251; Row: 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

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

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programs and education methods

JOB FUNCTIONS – continued

- 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
- 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,

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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

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

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JOB QUALIFICATIONS:

Education:

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

Experience:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Two (2) or more years of successful administrative experience as an Assistant Principal, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision, budget development, facilities management, and community relations

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