

MORGAN HILL UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Middle School Principal

GENERAL DESCRIPTION:

Under the direction of, and reporting to the District Superintendent, the Middle School Principal shall be responsible for all aspects of the operation and management of a middle school (grades 7-9) site. The Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success of all students and the focus of all decisions should be predicated on that precept. The Middle School Principal operates within the framework of District policies adapted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

1. General:

Is responsible for the on-going improvement of learning for every student.

Implements the appropriate actions delineated for the school as part of the Board's goals and gives site direction to the realization of the District's mission statement.

Promotes with all staff the valuing of every student's right to be treated with dignity and respect.

Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the school and District's long-range goals as well as day-to-day operations.

Responsible for all school employee evaluations; includes valid and constructive suggestions for improvement of instruction and follows through with those suggestions.

Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities.

Reports to the Superintendent on growth and improvement of the school programs. Implements and maintains clear lines of communication with parents, community, agencies and businesses.

2. Curriculum:

Responsible for the development, delivery and evaluation of all curriculum and matters related to instruction.

Coordinates curriculum development with department chairs and ensures articulation with District-wide efforts.

Provides for an ongoing process of assessing student needs.

Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth of faculty and staff.

Demonstrates leadership and support of the educational administrative philosophies of the District.

Provides the leadership in coordinating curricular development with staff and parents. Supports teachers in providing optimal learning opportunities for students.

3. Community Relations:

Serves on appropriate committees/organizations to assure the interests of the school and district are properly represented.

Establishes, maintains and nurtures effective working relationships with parents, community members, interested stakeholders and outside agency personnel.

Serves as school representative to the PTA, School Site Council and other parent/community organizations.

Fosters effective articulation procedures with the elementary schools and high schools.

Achieves status as a community leader in public education.

Provides the community with current information regarding school, district and community events.

4. Finance:

Maintains the accuracy and integrity of the school budget.

Assists in securing additional finances through grants, endowments and other fund-raising sources as needed to augment special programs and projects.

Facilitates an understanding of the school budget with staff and community.

5. Maintenance and Operation:

Responsible for the care of all buildings, equipment and campus grounds.

Responsible for the scheduling and proper use of facilities by outside agencies or groups.

6. Personnel:

Participates in the selection of certificated and classified staff to be assigned to the school; supervises and evaluates all certificated and classified personnel in the school.

Promotes positive staff morale and commitment.

Acknowledges accomplishments of colleagues and subordinates.

Respects and maintains professional confidences.

Uses appropriate professional channels for communicating personal professional concerns.

Demonstrates collegial and organizational loyalties.

7. Student Welfare and Attendance:

With all staff promotes the value of every student's right to be treated with dignity and respect.

Establishes and maintains guides for proper student conduct and enforces discipline as necessary, consistent with the due process rights of students.

Provides appropriate campus supervision and monitors student discipline protocols.

Assumes responsibility for the safety and operation of the school plant, plans and supervises fire Drills and the emergency preparedness program.

8. Student Activities:

Promotes a feeling of unity and spirit among the student body.

Provides extracurricular sport and student activities appropriate to a middle school.

Provides leadership/direction to student government, student council activities.

9. Professional Obligations:

Strives to continually improve management and administration skills and abilities.

Stays aware of educational personnel trends and developments and employs such information in the school program.

Maintains professional association memberships and represents the school district on professional committees.

Works closely and cooperatively as a member of the District Management Team.

10. Authority and Functions:

Under direction of the District Superintendent, is responsible for all assigned school site management and operation functions.

11. Chain of Command:

Reports directly to the District Superintendent or Designee.

12. Education Experience:

Holds a Master's degree from an accredited university.

13. License or Certification:

Holds or is eligible for a clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.

14. Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

(adopted: May 10, 1999)