

# Ventura Unified School District

## Certificated Human Resources

### Job Description

#### Title:

Middle School Principal

#### Basic Functions:

Serve as the educational leader and chief executive of the school, to be responsible for direction of the instructional program, the operation of the school plant, participation in staff and student activities and community leadership. He/she is to develop a climate of wholesome relations and an attitude of respect for the individual and to develop and maintain a sound instructional program.

#### Supervision:

Reports to Superintendent. Supervises teachers, site-specialist, paraeducators and/or other classified personnel.

#### Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

#### Working Conditions:

School site office environment

#### Minimum Qualifications

Valid supervision or administration credential applicable to a middle school principalship; completion of at least five years of successful teaching experience; possession of a master's degree from an accredited institution; demonstration of expertise in the area of curriculum and instruction; previous experience in school administration preferred; qualities essential for leadership of faculty and student body, for teamwork with administrative colleagues and for confidence from school patrons, the Board of Education and the community.

#### Representative Duties:

##### **1. Instructional Program:**

- a) Formulate long-range and short-range goals and objectives for the school based on the district's philosophy of education and input from students, staff, parents and community.
- b) Administer, direct and evaluate the instructional program.
- c) Direct the school program of curriculum development and improvement, using guidelines provided by the District.
- d) Maintain student and parent contact so that realistic appraisal of the instructional program is feasible.
- e) Coordinate curriculum development among the various departments in cooperation with the department chairpersons.

- f) Administer, direct and evaluate curriculum experimentation.

**2. Personnel:**

- a) Direct the personnel program in the school for the certificated and classified personnel in cooperation with the Assistant Superintendent of Human Resources and the Director of Classified Personnel.
- b) Screen and recommend the appointment of all personnel.
- c) Assign responsibilities to all personnel using district guidelines.
- d) Supervise and evaluate the performance of all personnel.
- e) Identify performance that is less than satisfactory and encourage professional improvement.
- f) Follow district guidelines in working with personnel who are not demonstrating needed improvement.
- g) Develop a plan for promoting a desirable school climate.

**3. Inservice Education:**

- a) Cooperate with district plans for inservice education.
- b) Provide inservice growth opportunities through.
  - Faculty meetings.
  - School and district workshops.
  - Departmental meetings.
  - Curriculum developmental projects.
  - School visitations.
  - Providing professional publications.
  - Experimentation and research.
  - Committee appointments.
  - Group and individual conferences.
- c) Encourage graduate study in appropriate programs.
- d) Develop and provide administrative and instructional guidance.
- e) Plan and supervise use of curriculum materials, instructional supplies, equipment and building facilities.

**4. Community Relations:**

- a) Carry out a well-planned and consistent program of community relations in order to interpret the school program to the public.
- b) Work with various parent groups to develop, interpret and promote the program of the school.
- c) Supervise the distribution of all publicity concerning the school program.
- d) Approve all formal school correspondence to parents and agencies outside the school.
- e) Represent the school to community organizations.
- f) Assist various school-affiliated groups in their programs and activities.
- g) Arrange parent education and orientation programs.
- h) Hear and resolve parent complaints at the lowest possible level.

**5. Administrative Functions:**

- a) Administer district, county and state policies at the school level.
- b) Interpret district and school philosophy to school personnel.
- c) Represent the school staff to the district office personnel.
- d) Administer good working relations with other schools in the district.
- e) Plan, supervise and direct the business operations of the school in accordance with district policies and procedures.
- f) Direct an effective school administrative organization with clear lines of responsibility and with necessary delegation of authority.
- g) Approve all reports submitted to the district, county and state offices.
- h) Plan alterations, improvements and maintenance of the school plant.
- i) Evaluate the administrative policies and practices of the school annually, making adjustments when improved administrative services can be realized.
- j) Perform other administrative duties as may be assigned.

**AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER**

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.