

Pierce Joint Unified School District Job Description

JOB TITLE: JUNIOR HIGH SCHOOL PRINCIPAL

SALARY SCHEDULE: Administrative **LOCATION:** Lloyd G. Johnson Jr. High School

REPORTS TO: Superintendent **BOARD APPROVED:** 2/18/2016

SUMMARY: Under the direction of the Superintendent, the principal serves as the instructional leader and chief executive of the junior high school. The principal is responsible for the school's curriculum, budget, operation, students, staff, and programs. The principal participates in the formation of District policy and establishes appropriate relationships with the community and other agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides instructional leadership in the development and implementation of the school's mission, including establishing appropriate goals, objectives and action plans.
- Participates in the development, implementation, and monitoring of District approved curricular programs.
- Facilitates the process of selecting textbooks and instructional materials.
- Develops, administers and monitors the school budget and assists in the development of the District budget.
- Oversees the behavior management, guidance and consulting, extra-curricular and athletic programs.
- Monitors and maintains school climate that promotes student and staff commitment and growth.
- Assists in the recruitment and selection of staff and assigns staff based on program needs and credentialing requirements.
- Supervises and evaluates the performance of all assigned personnel and makes recommendations regarding their retention, promotion, and dismissal.
- Coordinates and monitors staff development opportunities for school personnel based upon analysis of student data and teacher needs.
- Establishes, coordinates, and assists appropriate school support groups (including parent's club organizations, business, and community partnerships).
- Establishes effective communication with parents/guardians about programs, individual student progress, and parent/guardian participation.
- Establishes appropriate communication with the community about the school programs.
- Coordinates, conducts, and monitors school-wide assessments, program compliance review, and other measurements established by the District.
- Plan, develop and oversee the Single Plan for Student Achievement in collaboration with the School Site Council, and insure associated state and federal funds are allocated in accordance with state and federal regulations.
- Conducts regular monitoring of instruction (walk throughs) with feedback and coaching to teachers.
- Coordinates articulation among other schools in the district.
- Facilitates the establishment of standards of expected student progress, techniques for the assessment, and process for monitoring.
- Attends all Board meetings and makes reports to the Board.
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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Common Core Standards and effective instructional strategies for improvement of junior high school level student academic improvement.
- Explicit Direct Instruction
- Organization, activities, goals and objectives of a junior high school.
- School law administration and applicable sections of the State Education Code and other laws.
- State and local curriculum requirements.
- Board and District policies, procedures and regulations.
- Budget preparation and control.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Operation of a computer and assigned programs.
- Supervision and evaluation.

ABILITY TO:

- Plan, organize and direct the operations, plant and personnel of a junior high school.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Operate a computer and standard office equipment.

QUALIFICATION/EXPERIENCE REQUIREMENTS:

- Masters Degree preferred.
- California Administrative Services Credential.
- California teaching credential.
- Experience as a principal or district level assignment (with middle school experience)
- Classroom experience.
- Bilingual (Spanish/English) is desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a school site, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff. The noise level in the work environment is usually moderate.