



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: PRINCIPAL, MIDDLE SCHOOL

WORK YEAR: 217 Days

NON-WORK: 31 Days

REPORTS TO: Chief Academic Officer

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master's degree and five years of successful teaching experience.
- 3 years administrative experience (site experience preferred)
- Appropriate Administrative Credential

PRIMARY FUNCTION:

Under the direction of the Chief Academic Officer, oversee the operations of an assigned school according to the established philosophy and policies of the Board of Education; oversee and participate in personnel management activities and functions, work with the community, manage the school and oversee the overall operations and activities of the District

REPRESENTATIVE DUTIES

- Perform a variety of duties to improve the instructional program
- Implement the District-adopted curriculum
- Maintain open channels of communication
- Work cooperatively with District administrators
- Analyze and utilize facilities, time, and appropriate skillful personnel
- Understand and utilize auxiliary services such as guidance, health, psychology and speech therapy to further improve the instruction program
- Arrange for periodic self-evaluation of school programs
- Develop and implement instructional programs to meet the needs of students of different races, creeds and socio-economic status
- Coordinate staffing for the selection and evaluation of personnel; establish procedures for the implementation of new personnel policies and interpret policies to staff members; assist the staff in understanding individual rights and responsibilities
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community
- Supervise and evaluate the performance of assigned staff

- Work with parents and citizens in educational planning according to established policies; work with staff in initiating and scheduling parent visitations to schools and parent-teacher conferences
- Maintain current knowledge of the socio-economic structure of the community
- Work with staff in establishing effective communications within the community and encourage participation in community activities
- Coordinate activities with the staff regarding the organization of the school in compliance with State and District policies, the development of the school's budget, and the development of flexible schedules for instructional organization and routine operations of the school
- Work with certificated and classified staff for an effective school plant operation
- Support District goals, objectives and policies; provide leadership in developing and implementing District policies, goals and objectives
- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas
- Perform other related functions as assigned

WORKING CONDITIONS:

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations