DEFINITION
Under professional direction, to serve as the chief administrative officer of a junior high school facility; to plan, implement, and direct the operational procedures and processes of a site facility; to plan, develop, and implement instructional goals and objectives, and procedures for evaluating program effectiveness; to plan, develop, and conduct staff development and staff training programs and activities; to plan and conduct public and community relations programs; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS
This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. Directly related administrative experience is necessary to assure success in a junior high school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with District administrators, teachers, School Psychologists and other educational personnel to influence, motivate and monitor the result objectives of the school operation. This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES
• Serves as the instructional leader of a junior high school facility.
• Plans, designs, and conducts follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the needs of students and the educational community.
• Plans, develops, organizes, conducts, and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals.
• Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for adolescent age pupils.
• Assesses the school facility educational and program offering needs, and develops short-term, mid-term and long-range planning strategies for maintaining an optimal educational program.
• Designs a master calendar of programs and activities to implement the facility goals and objectives.
• Plans, develops, organizes, and administers a variety of support systems which aid in allowing the student population to achieve at maximum potential.
• Plans, develops, and implements budget planning and expenditure control procedures.
• Manages a comprehensive physical facility, identifying needs and recommending additions, modifications, and services.
• Evaluates expenditure requisitions and allocates instructional supply, material, and equipment funds appropriately.
• Plans, develops, and implements effective administrative support systems, and delegates appropriate areas of responsibility to subordinates.
• Confers, consults with, and advises District, public and private agency personnel, and parents concerning student educational and behavior problems and alternative problem solutions.
• Manages, supervises, observes, and assesses site personnel performance, and provides counsel and assistance as required.
• Plans, develops, organizes, and conducts staff development and staff training programs which identify and encourage leadership potential.
• Confers with site and District instructional support personnel in decision making processes, and in the development of alternative approaches to solving educational concerns and issues.
• Participates in the formation and functions of District and site advisory groups and committees.
• Assists the school community and the public in their awareness of the site goals and objectives and the strategies for achieving them.
• Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
• Supervises, directs, and coordinates the assignment of instructional and pupil support personnel.
• Establishes administrative review procedures to ensure a maximum utilization of monetary and human resources.
• Establishes and maintains procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
• May be responsible for the management, monitoring, auditing, and evaluating of specially funded programs.
• Plans, develops, and provides, as required, management reports pertaining to the educational climate and the functions and activities of the school facility.
• Coordinates student and family assistance programs with social service and youth service agencies.

QUALIFICATIONS

Knowledge of:
• Principles, techniques, strategies, goals, and objectives of public education at the elementary and secondary level;
• Philosophical, economic, and legal aspects of public education;
• Procedures, methods, and trends of organization and management of an intermediate level school;
• Curriculum development strategies, instructional delivery systems, and program evaluation processes;
• Evaluation techniques for determining program activity and personnel effectiveness;
• Human relations and conflict resolution strategies and team building principles and techniques.

Ability to:
• Manage, lead, and direct the functions and activities of an intermediate level school;
• Demonstrate an effective instructional, organizational, and administrative mode;
• Systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions;
• Communicate effectively in oral and written form;
• Understand and carry out oral and written directions with minimal accountability controls;
• Establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Five years of successful teaching experience, including two years of teaching experience at the junior high school level, and the successful completion of a comprehensive administrative internship training program.

Education:
Completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

Certification Requirement:
Possession of a valid California credential authorizing service as a junior high school principal.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.

Approved, Board of Education, 1997