

**SUNNYVALE SCHOOL DISTRICT  
CLASSIFICATION DESCRIPTION**

May 2013

**MIDDLE SCHOOL PRINCIPAL**

- REPORTS TO:** Superintendent
- SUPERVISES:** All Certificated and Classified staff assigned to the site
- WORK PERIOD:** 11 months, 211 days

**PRIMARY PURPOSE:**

The Principal establishes and maintains an appropriate school climate for achieving district goals and objectives through curriculum implementation, and is also responsible for carrying out district policies, procedures and programs. The Principal keeps learning and standard-based achievement for students as the primary focus.

**ESSENTIAL JOB DUTIES**

1. Provides leadership in instruction and curriculum.
2. Maintains knowledge of current educational issues, trends and best practices regarding curriculum, instruction and assessment at both the state and national level.
3. Recruits, selects and recommends the appropriate school site personnel.
4. Develops a site team to implement student academic achievement plans and goals.
5. Directs, supervises, observes and evaluates performance of staff members; provides systematic coaching and accountability evaluations; works with Human Resources to develop plans for improvement.
6. Supervises the safety, discipline and management of students.
7. Delegates authority to appropriate personnel. Maintains constructive personal relations with individuals and groups; mediates and resolves conflicts related to areas of responsibilities that involve staff, students, parents and community members.
8. Cultivates relationships with all stakeholders including parents, business partners, and advisory committee members.
9. Exhibits clear communication skills both orally and written.
10. Understands school finance and budgets. Possess the ability to maximize fiscal and Human Resources.
11. Seeks parent participation to support student success.

**OTHER JOB DUTIES**

12. Assumes the safety of equipment in the building and school grounds.
13. Serves as an ambassador and advocate for children, the school and the district as appropriate.
14. Serves as a collaborative member of the management team. Work for the goodness of the whole.
15. Performs special assignments as directed by the Superintendent.

**WORKING RELATIONSHIPS**

Reports to the Superintendent. Supervises certificated and classified staff members as assigned. Interacts regularly with other district administrators, district office staff, parents, community members, and administrators from other districts.

## **WORKING CONDITIONS**

The daily work is performed in an administrative office setting. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; the capacity to deal with angry, distraught or hostile individuals; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Knowledge of latest educational research, instructional theory and practices including assessment.
- Knowledge of child development.
- Knowledge of effective managerial and supervisory principles and practices.
- Considerable knowledge of instructional technology and demonstrated skill in computer operation and use of a variety of software.
- Ability to lead.
- Ability to facilitate decision making with groups of diverse interest and values.
- Ability to make effective, independent decisions.
- Ability to analyze complex situations, synthesize a broad range of information and communication results in a succinct and clear manner.
- Ability to create and maintain a climate of trust and respect.
- Ability to inspire others to high levels of achievement and commitment.

### **Education and Experience**

Master's Degree in Educational Administration and 5 (five) years of teaching experience; or any equivalent combination of education, experience and training that would provide the applicant desired knowledge, skills and abilities to perform the duties and responsibilities required.

### **Licensing and Certification**

Valid California Administrative Services Credential

## **EVALUATION**

Evaluation responsibilities are assigned to the Superintendent.

*The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*