



RIALTO UNIFIED SCHOOL DISTRICT

MIDDLE SCHOOL PRINCIPAL Job Description

BRIEF DESCRIPTION OF POSITION

To serve under the Superintendent of Schools as the Chief Executive Officer of a middle school with total responsibility to manage all affairs of the school, including the control and supervision of all certificated and classified employees assigned to serve at the school.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides leadership in developing and implementing a middle school program;
- Evaluates both certificated and classified site employees;
- Administers collective bargaining agreements for employees;
- Determines site objectives, identifies needs, and develops long and short term objectives for site improvement;
- Coordinates resource personnel and consultants for program improvement;
- Responsible for site community relations programs;
- Designs and implements staff development programs;
- Assigns students for optimum growth and appraises the progress of all pupils at the site;
- Develops/implements plans for the health, safety, discipline, and conduct of pupils;
- Responsible for site budget and the maintenance of adequate site materials, supplies, equipment, and facilities; and
- Responsible for other duties assigned.

PHYSICAL CLASS:

Moderate - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

WORK AREA REQUIREMENTS:

Regular classroom; on the playground, parking lot, bus stop areas and possibly field trips.
Ability to traverse some parts up to 20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus
Stooping: Occasionally
Bending: Frequently
Lifting: Frequently
Reaching: Frequently
Handling: Frequently
Grasping: Frequently
Fingering: Frequently

Carrying: Frequently
Standing: Occasionally
Kneeling: Occasionally
Sitting: Occasionally
*Driving: Occasionally
Walking: Frequently
Push/Pull: Occasionally

*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

FREQUENT MOTION:

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward should/neck flexion:	Frequently	Reaching above should level:	Occasionally
Reaching below shoulder level:	Frequently		

SENSORY REQUIREMENTS:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

THIS JOB REQUIRES:

Alertness: Constantly
Recall of names and dates: Yes
The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees
Attention to detail: Constantly

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat:	Occasionally	Odor:	Low
Noise:	Frequently	Humidity:	Low
Moisture:	Occasionally	Fluorescent lights:	Constantly
Working in close quarters with others:	Yes	Floor may be slippery at times:	Low
Working inside:	95% of the day	Working outside:	5% of the day

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	High	Level of responsibility:	High
Must keep up with schedule:	High	Flexible:	Yes
Able to work overtime as needed:	Every day		
Dealing with angry teachers, students and parents:	Occasionally		

PHYSIOLOGIC FACTORS:

Have a high level of consciousness:	High all day
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

DISTRICT MINIMUM REQUIREMENTS:

Administrative Services Credential
Master's degree
Fingerprints on file as required by State law
TB Skin Test as required by State law
CLAD certificate or equivalent desired

WORK YEAR/SCHEDULE:

210 day work year.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.**

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes

Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High

Dealing with upset employees,
parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes