

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** PRINCIPAL, GRADES 7-8

**QUALIFICATIONS:**

1. California administrative credential authorizing service in area of assignment
2. Recommendation of past evaluators and District administrators
3. Master's degree desirable
4. Successful teaching experience required; experience as counselor, vice principal, curriculum specialist or other specialist position desirable
5. Ability to communicate effectively with students, staff and community

**REPORTS TO:** Director I - School Administration

**SUPERVISES:** Certificated and classified staff assigned to school site

**FUNCTION:** To implement purposes of program of instruction so that each child will realize maximum growth in most optimum physical and emotional environment

**RESPONSIBILITY:**

1. Utilizes available resources to develop instructional goals and objectives for program within school
2. Develops master schedule of classes appropriate to needs of junior high age students
3. Articulates efforts of staff and appropriate others in developing and implementing instructional strategies for meeting needs of students

**AUTHORITY:**

1. Supervises school staff in development of goals and objectives based on assessed needs; develops and implements procedures for achieving goals and objectives
2. Directs and supervises school staff in development of master schedule of classes; assigns school staff to classes
3. Directs and/or monitors staff efforts to develop and use instructional objectives with students; directs and assists school staff in developing and implementing specific instructional strategies; supervises staff efforts and works with appropriate others in selection of materials to support instructional program

**RESPONSIBILITY: continued**

4. Provides direction and supervision for staff in developing, implementing and monitoring methods and procedures for continual assessment of student needs
5. Involves school staff and appropriate others in utilizing available data to determine success of school program
6. Articulates staff efforts to monitor and communicate progress of students
7. Provides school climate which is responsive to needs of young adolescent
8. Maintains counseling program
9. Maintains student government program
10. Provides for articulation of students in transition from sixth to seventh grade (or other grades as appropriate) and from eighth to ninth grade
11. Provides appropriate promotional activities for eighth grade students
12. Provides for staff development

**AUTHORITY: continued**

4. Directs and assists school staff in determining specific proficiencies and deficiencies of students; monitors staff efforts to assess proficiencies and deficiencies of students
5. Evaluates unit program in meeting assessed needs of students; directs school staff and involves appropriate others in implementing desired program changes
6. Supervises use of test data as partial input for determining student placement in school program; directs and/or encourages staff to seek involvement of parents in placement and treatment of students; provides direction and support in staff efforts to communicate student progress to appropriate others
7. Implements and maintains operational procedures which tend to make school student oriented; deals directly with interpersonal conflicts occurring between students and between students and staff; suspends students, recommends expulsion
8. Assigns and directs school staff to deal directly with students, staff and appropriate others; monitors and supervises school staff
9. Directs school staff in appropriate activities
10. Schedules meetings with K-6 schools and with high schools for orientation and student scheduling purposes
11. Promotes students; plans and implements appropriate graduation activities
12. Plans and implements staff development activities; directs school staff

**RESPONSIBILITY: continued**

- 13. Maintains buildings and grounds in safe and functional condition
- 14. Manages administration of budgets, records and reports
- 15. Implements Board of Education policies and administrative procedures as they relate to school

**AUTHORITY: continued**

- 13. Plans and implements safety measures; makes reports and requests to appropriate others
- 14. Requires reports from staff; makes reports; assigns quotas and responsibilities to school and staff
- 15. Directs school staff and cooperatively involves appropriate others in implementing Board of Education policies and administrative procedures as they relate to school; evaluates all personnel assigned to school; makes employment recommendations

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; management salary schedule, code 02

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable