



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## MIDDLE SCHOOL PRINCIPAL

### DEFINITION:

Serves as the educational leader of a middle school with full responsibility to manage all affairs of the school, including the direction and supervision of all certificated and classified employees assigned to serve at the school.

### ESSENTIAL DUTIES:

- 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.

### EXPERIENCE AND EDUCATION:

#### EXPERIENCE:

Three (3) years administrative experience and Five (5) years of outstanding certificated experience; Have a proven ability to perform a high level of competence in positions of leadership and responsibility.

#### EDUCATION:

Master's degree from an accredited university; valid California Credential; valid California K-12 Administrative Credential.

### LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Fingerprints on file as required by State law
- TB Skin Test as required by State law

### PHYSICAL DEMANDS:

#### 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	Kneeling:	Occasionally
Bending:	Frequently	Sitting:	Occasionally
Lifting:	Frequently	*Driving:	Occasionally
Reaching:	Frequently	Walking:	Frequently
Handling:	Frequently	Push/Pull:	Occasionally
Grasping:	Frequently	Carrying:	Frequently
Fingering:	Frequently	Standing:	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
Attention to detail:	Constantly
The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees	

**Must be able to deal with these environmental considerations:**

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

**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 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

**Revision Date: 7/2021**

**AN EQUAL OPPORTUNITY EMPLOYER  
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**