

**CLASS SPECIFICATIONS FOR THE  
PRINCIPAL, MIDDLE SCHOOL**

**DEFINITION**

Serves as educational leader and general administrator of a school. Has administrative responsibility for the direction to, and holds responsible and accountable for the effective performance of their assignments, the certificated and non-certificated personnel serving in the school on a permanent, part-time, and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the superintendent.

**QUALIFICATIONS**

Credential: Possession of a standard administration credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

and

Education: A bachelor's degree from an approved institution is required. Advanced degrees are preferred.

and

Experience: A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional middle school teaching experience, administrative, or supervisory experience at the middle school.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_\_\_ 1. The principal is responsible and accountable for the implementation of the approved school programs and for providing leadership to the staff regarding the modification of such programs to meet the unique needs of the school.



