

BOARD OF EDUCATION
Kenneth Bell
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DUARTE UNIFIED SCHOOL DISTRICT
1620 HUNTINGTON DRIVE, DUARTE, CA 91010
Phone (626) 599-5000 – Fax (626) 599-5079

POSITION: **PRINCIPAL INTERMEDIATE SCHOOL/TRANSITION SPECIALIST**
(Temporary Contract)

DEFINITION: Under the direction of the Superintendent, the Intermediate School Principal/Transition Specialist will be responsible for the administrative functions of an intermediate school and to provide leadership and vision to create an atmosphere that fosters the belief in every student's ability to succeed. Additionally, as Transition Specialist this administrator will assist with the development and implementation of any District reconfiguration plans involving elementary or secondary sites.

DIRECTLY RESPONSIBLE TO: Superintendent

DEFINITION OF DUTIES:

- Provides a high level of competent instructional leadership focusing on the maximum intellectual growth of the student as the primary task.
- Supervises and evaluates the instructional program in terms of student achievement. The principal shall make every effort to allot at least sixty percent (60%) of his/her time to the instructional program.
- Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted guidelines for evaluation and assessment, implements appropriate action as related to performance and encourages individuals with leadership or innovative potential.
- Leads and assists assigned staff in carrying out an effective school program through the use of current research, performance data and feedback from staff, students and community to make decisions related to improvement of instruction and student performance.
- Initiates programs and organizes resources to carry out the school's continuous improvement plan.
- Oversees the selection and acquisition of instructional materials.
- Organizes and leads activities to promote greater communication and understanding among community groups, school staff, students and parents/guardians.
- Directs activities necessary to support a program of student counseling, guidance and discipline by conferring with parents/guardians, health and guidance staff and teachers concerning problems of student adjustment, and assists the teachers as necessary in maintaining discipline.

PRINCIPAL INTERMEDIATE SCHOOL/TRANSITION SPECIALIST (continued):

- Directs the scheduling and assignment of personnel and students.
- Uses technology effectively to enhance student learning and monitor programs.
- Provides leadership and serves as a resource for any District plans to reconfigure elementary and/or secondary sites.
- Actively communicates with all stakeholders as related to District reconfiguration plans.
- Implements School Board policies, state statutes, and federal regulations.
- Performs other duties as assigned by the proper school district authority.

MINIMUM QUALIFICATIONS:

1. California Teaching Credential
2. California Administrative Credential
3. Master's Degree
4. Experience as a successful principal at the K-8, Intermediate/Middle School and High School levels.
5. Five (5) years of experience as an educator working in a multiethnic school environment
6. Experience implementing PBIS, IB, AVID, Linked Learning, and Professional Learning Communities

SALARY AND BENEFITS:

Salary range commensurate to provision established under Administrative Regulation 4351

TERM OF ASSIGNMENT:

Full time – 12 months