EMPLOYMENT OPPORTUNITIES
MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DIVISION: 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500 ext. 17302 - WEBSITE: www.mvusd.net

ELEMENTARY PRINCIPAL

Application Deadline:	October 29, 2026 @ 4:30 p.m.
Salary Range:	$147,456 - $179,236
Workdays:	209 Days
Fringe Benefits:	Medical, Dental, and Employee Life Insurance

Fingerprinting Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

DEFINITION Under the direction of the Superintendent/Designee, the Elementary Principal serves as the educational leader and is responsible for leadership, administration, and management of all school site matters such as: promoting high levels of student achievement; selecting, evaluating and supervising certificated and classified employees; formulating and evaluating operations, policies and procedures; establishing and monitoring the implementation of goals, objectives and priorities; developing and monitoring school site budgets and expenditures; developing and implementing staff development; and providing recommendations to District level administration.

RESPONSIBILITIES

Establish and maintain an effective learning climate throughout the school. Develop and implement an instructional program according to the District-adopted curriculums that meet the needs of students. Plan, organize and implement school-wide programs, including emergency drills for the supervision, control, safety and security of students. Maintain and improve the external and internal image of the district, its divisions and its schools. Schedule the supervision of students on campus before and after school, during lunch, recess, and other activities. Incorporate auxiliary services of the psychologist, speech-language hearing specialist, librarian, resource specialist, nurse, and other district personnel to improve the instructional programs. Develop and implement a master schedule. Supervise, coach and evaluate the performance of all personnel assigned to the school in accordance with evaluation procedures. Adhere to board policies and administrative rules and regulations relating to the school. Manage and oversee the site assessment programs for students. Provide instructional leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range goals and plans. Provide leadership in the delivery of appropriate staff development and the continued professional growth of faculty and staff enhancing the quality of the instructional program. Conduct formal and informal classroom visitations and observations. Document evidence of substandard performance. Develop a program of public relations in order to foster community involvement and support of the educational program. Manage all personnel resources at the school site, including: attracting and selecting top performers; providing professional development opportunities; developing collaborative team culture; sitting on interview panels; conducting reference checks on employee candidates as directed; and managing performance while adhering to MVUSD policy and state/federal employment laws. Develop, maintain and oversee the school's budget. Administer District and school site discipline and intervention policies and safety programs. Attend professional meeting and other meeting regarding district business. Plan, develop, maintain and oversee the Single Plan for Student Achievement (SPSA). Encourage staff, parents and community citizens to participate in school-community activities such as PTA, STEAM, Advisory Councils, School Site Council, and others. Ensure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance, and other support services; provide individual academic and personal supports to students and parents. Promotes positive and effective relationships among staff, students, and parents. Plan and organize student and staff recognition events. Communicate incidents and/or situations which might impact the district or school to appropriate district office and/or school personnel in a timely and effective manner. Perform other duties assigned by the Superintendent and/or Designee.

CERTIFICATED MANAGEMENT VACANCY

APPLICATION PROCEDURE

APPLY ONLINE AT:

EDJOIN.ORG

The following items are required by the application deadline:

- A completed **EDJOIN Certificated Management application**
- Letter of Introduction
- Current Resume - Applicable to this position
- Three **signed** letters of recommendation(signed/dated within the last 3 years) No electronic signatures accepted.
- Current valid California Administrative Service Credential with expiration date:
  - Certificate of Eligibility or
  - Preliminary or
  - Clear and
- Current valid **Clear** California Teaching Credential with expiration
- Proof of Education (copy of diploma or transcripts **w/ BA & MA awarded dates)**

Submit To:
Dr. Robert Verdi Ed.D
Chief Human Resources Officer
Human Resources

NON-DISCRIMINATION POLICY
Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:
Title IX Coordinator
Dr. Khaleelah Lewis-Wilkins
klewis@mvusd.net
Title II/ADA Coordinator
Omar Marquez
omarquez1@mvusd.net
Section 504 Coordinator
Philip Peeples
ppeeples@mvusd.net
Moreno Valley Unified School District
25634 Alessandro Blvd.
Moreno Valley, CA 92553 Phone
951-571-7500

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QUALIFICATION

Knowledge of: Comprehensive organization, activities, goals and objectives of the District. School law administration and applicable sections of the State Education Code and other State and Federal laws. State and local curriculum requirements. Board and District policies, procedures and regulations. Labor relation laws and employee contracts. Principles and practices of administration, policies and procedures. California Content Standards; California Standards for the Teaching Profession; California Professional Standards for Educational Leaders; Comprehensive knowledge of law, regulations, and procedures including teacher credentialing and assignment monitoring. Technology based student information systems. Human relation strategies, conflict resolution strategies and team building techniques. Counseling, guidance and discipline techniques. English Language Learner and Special Education strategies, requirements and programs. Evaluation practices and coaching techniques to evaluate quality and personnel performance. District, State and Federal policies, procedures, rules and regulations. Safety and security procedures. Public speaking techniques.

Ability to: Plan, organize, and direct the operations and personnel of an elementary school. Organize, direct, evaluate and supervise assigned certificated and classified staff. Direct activities regarding personnel, facilities, budget, curriculum, and instruction. Establish, coordinate and maintain communication with community and parent groups. Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws. Establish and maintain effective working relationships with staff, students, parents and stakeholders. Interpret, apply and explain rules, regulations, policies and procedures. Direct, lead, and coordinate the many components of school operations. Set school-wide operational priorities and manage time effectively. Demonstrate effective instructional, organizational and administrative leadership skills. Work in a diverse socio-economic and multicultural community. Understand and be sensitive to the diverse academic, socio-economic, ethnic, religious, and cultural background, disability, and sexual orientation of students and staff. Analyze situations accurately and adopt an effective cause of action. Communicate effectively both orally and in writing. Prepare and deliver oral presentations. Bilingual preferred.

Experience/Education: Completion of a Master's degree or higher from an accredited college or university and evidence of professional growth within the last two (2) years. A minimum of five (5) years successful full-time teaching and three (3) years administrative and/or leadership activities at the site level. Training and experience in supervision and evaluation of personnel.

Credential Requirements: Possession of, or ability to obtain, a valid California Administrative Service credential and possession of a valid California teaching credential with English Learners Certification.

Other: Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment. Possession of and use of a personal cell phone device will be required, the district will allow for a cell phone stipend allowance.