



EMPLOYMENT OPPORTUNITIES MORENO VALLEY UNIFIED SCHOOL DISTRICT

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

Coordinator Elementary Education

CERTIFICATED MANAGEMENT VACANCY

APPLICATION PROCEDURE
APPLY ONLINE AT:
EDJOIN.ORG

The following items are required
by the application deadline:

- A completed online **EDJOIN Certificated Management application**
- Letter of Interest
- Resume
- Three (3) letters of recommendation (**signed - no electronic signatures accepted/ dated** within the last 3 years)
- Copies of valid California credentials authorizing Administrative Services:
 - Certificate of Eligibility
 - Preliminary
 - Clear
- Copies of valid **Clear** California Teaching Credential and California Child Development Program Director Permit - **CREDENTIALS MUST BE VALID SHOWING EXPIRATION DATES**
- Proof of Education (copy of diploma or transcripts **w/BA & MA awarded dates**)

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Non-Discrimination Policy

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or Vietnam era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated. It shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination and sexual harassment are available through the Human Resources Division.

(BP 4030, BP 0410a, BP4119.11)

Application Deadline:

March 20, 2026 @ 4:30 p.m.

Salary Range:

\$152,018 - \$184,779

Workdays:

218 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 process. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

Definition

Under the direction of Director of Elementary Education, lead and manage all aspects of tasks assigned, including but not limited to educational services; compliance monitoring; budgeting; professional learning; and coordinating communications, information and resources and to meet all program needs.

Responsibilities

- Supports Ed Services in the implementation of district vision, mission and strategic plan related to preschool through elementary level students.
- Reviews research, and develops strategies for integration of findings into classroom activities.
- Supervises all aspects of the instructional materials program to include, but not limited to, selection, adoption, ordering, distribution, implementation and training.
- Assists in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning.
- Supervises and monitors budgets and expenditures as assigned.
- Projects program staffing and facility needs based on program requirements.
- Assists in screening and interviewing prospective program personnel.
- Designs, develops, and manages professional learning for teachers, instructional assistants, and administrators.
- Works directly with school and district managers and teachers to explore research-proven practices to meet district and school goals.
- Prepares materials and supports sites for state and federal program quality and compliance reviews.
- Develops a network of resources locally and statewide to strengthen the district UPK program.
- Coordinates program activities involving multiple participating agencies.
- Designs and oversees implementation of all Universal Prekindergarten (UPK) programs and services for students.
- Organize, coordinate and implement the operations, applications, grants, activities, services, projects and support function of efforts for UPK inclusive of a mixed delivery preschool system focused on the whole child, P-3 alignment and Universal Transitional Kindergarten (UTK) implementation.
- Oversees day-to-day program operations as it relates to the UPK program. (E)
- Implements the vision of UPK through short-term and long-term projects.
- Performs related duties as assigned.



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QUALIFICATIONS

Knowledge of: Laws, rules, and regulations regarding Elementary Education including UPK programs and their funding sources/requirements; methods of teaching UPK Program students; problem solving processes and techniques; budget development and monitoring; philosophical, educational, and legal aspects of public education; school district organization, operations, and policies; curriculum design and development; instructional program delivery systems; staff development techniques and implementation strategies; program audit, assessment, and evaluation processes.

Ability to: Train instructional staff in specialty areas; schedule training activities; maintain effective communications with participants; effectively interact with the management team, instructional staff, parents, and outside agencies; communicate effectively both orally and in writing; train and supervise personnel; meet schedules and timelines.

Experience/Education: Experience in organizing, monitoring, and evaluating educational programs. Experience in supervising and providing assistance to personnel. Two or more years of experience at the district and/or site level in coordinating or overseeing a program. A minimum of five years of teaching or related experience.

Completion of a Master's or higher degree from an accredited college or university in a field related to the above stated responsibilities.

Credential Requirements: Must possess a valid California Administrative Credential and California Child Development Program Director Permit or ability to obtain the California Child Development Program Director Permit.

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.