



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

DIRECTOR III SECONDARY 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**)
- Current copy of valid California credentials authorizing Administrative Services:
 - Certificate of Eligibility
 - Preliminary
 - Clear
- Current copy 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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EDJOIN.ORG

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:
Salary Range:
Workdays:
Fringe Benefits:

June 27, 2025 @ 4:30 p.m.
\$164,288 - \$199,689
223 Days
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 the Chief Academic Officer, Educational Services, directs, supervises, and provides leadership for the instructional programs at all Secondary Schools. Provides support to secondary schools in implementing District-adopted curriculum, professional development, and instructional improvement programs. Coordinates, supports and supervises the curriculum development, instruction, and textbook selection process for Secondary Schools.

Responsibilities

Provides leadership for the instructional program for Secondary Schools. Conducts regular school visitations for observation and evaluation of the instructional program for Secondary Schools. Supports coordinators and Secondary administrators as assigned. Supports and evaluates classified personnel as assigned. Supports the development of curriculum, courses of study, common core standards, and other instructional materials. Monitors the goals, objectives, and content of the district's Secondary Schools curriculum. Provides leadership services and support to Secondary principals and teachers in implementing curriculum, instruction, and common core standards. Supports selection of core textbooks and instructional materials for Secondary Schools. Establishes and meets with selection committees; arranges for books from publishers; creates timelines for teachers to pilot materials and for adoption. Provides leadership and support to Secondary administrators and counselors in using data to identify and place students appropriately in intervention programs. Represents the District in matters related to Secondary instruction to the general public as well as specific groups and individuals. Prepares reports on various aspects of the Secondary instructional program. Participates in PLC, principal, division and other meetings as needed. Coordinates the Secondary instructional program with all special programs. Collaborates with Educational Services directors to provide support with curriculum and instruction. Collaborates with Human Resources and Business Services divisions to coordinate curriculum services and provide for proper implementation and review of Secondary programs. Manages and monitors budgets as assigned. Provides support to the Secondary Independent Study Program. Supervises the development, publication, and distribution of curriculum documents including standards, courses of study, brochures, catalogs, parent handbooks, manuals, and other instructional materials. Assists site and district staff in the investigation of and response to parent and community concerns. Assists in the development of new facilities to assure that facilities design meets educational program needs; serves as a representative to the Master Plan Educational Visioning Committee. Supervises all secondary level Subject Advisory Councils. Collaborates with other Educational Services departments to support the district's school counseling program. Coordinates the development of the district's Secondary Course Guides and other district publications relating to curriculum. Supervises the annual revision, publication, and distribution of Pacing Guides for English Language Arts, Mathematics, Science and Social Science at the Secondary level. Supervises the Middle College High School Program in partnership with Moreno Valley College and Val Verde Unified School District. Supervises the district secondary athletic programs and liaison with the California Interscholastic Federation. Assists in providing, developing, and implementing alternative strategies and solutions to problems. Performs related duties as assigned.



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QUALIFICATIONS

Knowledge of: Principles, techniques, strategies, trends, goals and objectives of comprehensive curriculum and instructional services programs; philosophical, educational and legal aspects of public education, modern management organization and coordination processes; program planning and evaluation.

Ability to: Effectively and efficiently plan, organize and implement assignment areas; provide support, assistance and expertise in resolving unforeseen or unusual problems; communicate effectively in oral and written form; establish and maintain effective organizational, community and public relationships; develop, utilize and implement a team concept in the decision-making process; provide staff development.

Experience: : A minimum of five (5) years of teaching or related certificated experience required. A minimum of five (5) years of administrative service at district or site level, including at least three (3) years of principal experience.

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

Credential: Must possess a valid California Administrative Credential and a valid California teaching credential.

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.