



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

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

ELEMENTARY ASSISTANT PRINCIPAL

ELIGIBILITY POOL

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/dated** within the last 3 years-no electronic signatures accepted)
- Copy of current valid California credentials authorizing Administrative Services **showing expiration date:**
 - Certificate of Eligibility
 - Preliminary
 - Clear
- Copy of current valid **Clear** California Teaching Credentials **showing expiration date.**
 - Proof of Education (copy of diploma or transcripts (w BA and MA awarded dates)

Submit To:

Dr. Robert Verdi, Ed.D.
Chief Human Resources Officer
Human Resources
25634 Alessandro Blvd.
Moreno Valley, CA 92553

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

Application Deadline:

Salary Range:

Workdays:

Fringe Benefits:

Opened Until Filled

\$133,655 - \$162,461

209 Days

Medical, Dental, and Employee Life Insurance

Definition

The Elementary Assistant Principal assists the Principal in the daily operations and responsibilities of the school site in the areas of curriculum and instruction, intervention, discipline, supervision, evaluations, facilities management, safety and security, etc. The Elementary Assistant Principal also performs a variety of other duties under the direction of the principal.

RESPONSIBILITIES

- Perform a variety of administrative duties to assist the principal in managing an elementary school; assume the duties of principal in his/her absence.
- Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the elementary school.
- Assist the principal with the preparation and maintenance of a variety of District, county, state, and federally mandated records and reports regarding student attendance, discipline, safety and academic achievement.
- 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.
- Assist in the monitoring and facilitation of school groups and committees, such as School Site Council, LCAP, Leadership Team and other committees needed at the site.
- Administer and supervise school site programs such as VAPA, STEAM, Special Education, English Language Learners, Gifted and Talented Education and other instructional programs.
- Monitor and oversee daily attendance and facilitate program incentives to improve attendance percentage and reduce student absenteeism.

QUALIFICATIONS

Knowledge of: Organizational behavior, activities, goals, and objectives of an elementary school; 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; 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; Evaluation practices and coaching techniques to evaluate quality and personnel performance; District, State and Federal policies, procedures, rules and regulations; Safety and security procedures.

Abilities: 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; 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; Direct, lead, and coordinate the many components of school operations; 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; Communicate effectively both orally and in writing. Bilingual preferred.

Experience/Education: Completion of a Master's degree or higher from an accredited college or university. A minimum of five (5) years successful full-time teaching and evidence of administrative and/or leadership experience at the site level.

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

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.