



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

MIDDLE SCHOOL PRINCIPAL

Application Deadline:

Salary Range:

Workdays:

Fringe Benefits:

Until Filled

\$159,048 - \$193,325

209 Days

Medical, Dental, and Employee Life Insurance

Definition

Under the direction of the Superintendent/Designee, the Middle School 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.
- Adhere to board policies and administrative rules and regulations relating to the school.
- Manage and oversee the site assessment programs for students.
- Conduct formal and informal classroom visitations and observations. Document evidence of substandard performance.
- 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.
- 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.
- Promote positive and effective relationships among staff, students, and parents.

QUALIFICATIONS

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. **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. 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:** Possession of, or ability to obtain, a valid California Administrative Service credential and possession of a valid California teaching credential.

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)
- Copies of valid current California credentials authorizing Administrative Services w/ expiration date:
 - Certificate of Eligibility
 - Preliminary
 - Clear
- Copies of valid, current **Clear** California Teaching Credentials. Expired credentials not accepted.
- Proof of Education (copy of diploma or transcripts) w BA and MA awarded dates)

Submit To:

Robert Verdi
Chief Human

Resources Officer
Human Resources
25634 Alessandro Blvd.
Moreno Valley, CA 92553

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)