Position Announcement

Job Position: K-8 Principal (Elementary School, Middle School, or JR. High School)

Department: The El Centro Elementary School District

Location: 1256 Broadway
El Centro, California 92243

Effective Date: 2013-14 School Year

Job Description /Requirements: Next Page

Salary: Elementary - $93,912-$105,695/yr
Middle/Jr. High - $96,784-$108,934 /year

Application Deadline: Thursday, July 25, 2013

To Apply: Send Application & Information to: Candice L. Ortiz, HR Analyst
1256 Broadway
El Centro, California 92243

(See Attachment for Detail Information)

Contact: Candice L. Ortiz, HR Analyst
(760) 352-5712 ext. 543

Additional Information: N/A

Date Received: 7/17/13

JOB TITLE: Principal --Elementary, Junior High and Middle School
MINIMUM QUALIFICATIONS:

1. Minimum of five (5) years of successful teaching K-12; administrative and/or pupil personnel experience in grade K-12 is desirable; knowledge of school-level administrative functions; recognition will be given to familiarity with elementary education programs.
2. Hold or qualify for appropriate California Administrative Credential.
3. Must hold a Master's Degree.
4. Any other combination of training and/or experience demonstrating the required skills, knowledge, and abilities may be considered by the District Administration and/or the Governing Board.
5. Must have the ability to deal effectively in the area of human relations.
6. Must have strong organizational skills and a broad grasp of educational planning and curriculum.
7. Must exhibit a decisive sense of direction as an educational leader and possess a strong belief in the ability of all children to learn.
8. Bilingual in English and Spanish preferred.

PROCEDURES FOR APPLICATION:

The following information will be required for application and must be received no later than, Thursday, July 25, 2013, thereafter, open until filled, in order to be considered for the position:

1. El Centro Elementary School District certificated management application or EdJoin certificated management application
2. Resume
3. Copy of credentials
4. Copy of transcripts
5. Three (3) Letters of recommendation
6. Respond in writing to the following (attach to resume):
   a. Describe the role of a Principal
   b. A successful climate is characterized by shared values, beliefs, and mutual trust among members. What is the principal's role in nurturing and sustaining such a school climate?

YOUR APPLICATION WILL NOT BE CONSIDERED IF THE ABOVE INFORMATION IS NOT RECEIVED BY THE DEADLINE DATE.

Questions regarding necessary procedures and paper work for applying for position should be directed to Candice L. Ortiz at (760) 352-5712, extension 543.

Please submit the above information by Thursday, July 25, 2013, thereafter, open until filled to:

EL CENTRO ELEMENTARY SCHOOL DISTRICT
Candice L. Ortiz, HR Analyst
1256 Broadway El Centro, CA 92243

In keeping with the District's equal employment opportunities policy, any applicant who attempts to directly contact individual Board members with the intent of influencing the decision of the Board will be considered disqualified from candidacy.

The ECESD is an Equal Opportunity Employer. ECESD prohibits discrimination based upon ethnic group identification, national origin, religion, age, sex, race, color, ancestry sexual orientation or physical or mental disability. Copies of policies can be obtained at the Office of Human Resources/Administrative Services, 1256 Broadway, El Centro, CA. For concerns, please contact the Associate Superintendent (Title IX Coordinator) at 1256 Broadway, (760) 352-5712, x522.
A. Qualifications

- Minimum of five (5) years of successful classroom teaching K-12; administrative and/or pupil personnel experience in grades K-12 is desirable; knowledge of school-level administrative functions; recognition will be given to familiarity with elementary education programs.
- Hold or qualify for appropriate California Administrative Credential; Master’s Degree required; bilingual skills in Spanish and English are preferred.
- Any other combination of training and/or experience demonstrating the required skills, knowledge, and abilities may be considered by the District Administration and/or the Governing Board.

B. Reports to District Superintendent

C. Supervises staff members assigned to the school site or other staff members designated by the Superintendent.

D. Performance Responsibilities

Duties may include, but are not limited to the following:

- Organization and supervision of the instructional programs at the school site.
- Participate in the selection of personnel for the assigned school insofar as possible.
- Be responsible for the assignment of the teaching staff within his/her school, except initial assignment.
- Assist the Associate Superintendent in the in-service training of certificated personnel and shall supervise teachers’ professional growth. He/She shall provide for teacher meetings, advise teachers with regard to the instructional programs, and assist the teachers in planning lessons and development of teaching techniques.
- Evaluate the work of all personnel assigned to his/her school, making recommendations for the continued employment, reassignment or separation from service of such personnel.
- Assist in the development of curriculum and the planning and adapting of the courses of study to the needs and interests of students in his/her school.
- Coordinate, appraise and evaluate the instructional program.
- Look upon supervision as a cooperative process which includes classroom teachers.
- Responsible for the health and welfare of the children and teachers including the transportation of pupils from school to home when the pupil is ill; and to transport for purposes other than health on a more or less irregular basis from time-to-time as the need indicates. All such transportation is authorized, but not required.
- Assist in the administration and supervision of achievement testing and other testing programs approved by the District.
- Supervise classroom management and pupil discipline.
- Supervise attendance accounting for his/her school.
- Be responsible for the classification, promotion or retention of pupils in his/her school.
- Supervise reporting to parents.
- Develop and direct his/her school's public relations program.
- Supervise and direct the work of classified personnel assigned to his/her school.
- Supervise the cleanliness, sanitation, and safety of the school plant.
- Supervise fire, earthquake, and civil defense drills.
- Requisition supplies, textbooks, equipment and all materials necessary to the operation of the schools. Requisitions shall be routed through the Business Services Office. She/he shall issue supplies and equipment as needed by personnel assigned to the school.
• Develop policies for all extra-curricular activities, including student body organizations, and shall provide supervision for such activities.
• Be responsible for organizing the playground, lunch room, and noon hour in the best interest of the students.
• Be responsible for obtaining substitute teachers as needed and for their inservice training.
• Be responsible for reporting to Fiscal Services all employee absences and for verifying hours and days worked by certificated and classified employees under his/her jurisdiction.
• Shall not authorize new employees to start to work without first receiving approval from the Associate Superintendent.
• Shall not authorize overtime work except on an emergency basis.
• Keep the Superintendent completely and continuously informed as to the condition of his/her school and activities therein.
• Perform such other duties as may be assigned by the Superintendent.

E. Terms of Employment
• Ten, eleven, or twelve months per year. Salary and work year will be established by the District Administration and/or Governing Board.
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