

JOB ANNOUNCEMENT

Emery Unified School District is accepting applications for the following: (May 2019)

Position Title: High School Principal
Emery Secondary School (9th -12th Grade)

Description: Emery Secondary School currently serves approximately 250 students. Under the direction of the Superintendent, the High School Principal is responsible for the educational, curriculum and instructional programs of the school. The Principal serves as the instructional leader for professional and paraprofessional staff assigned to the site including supervision of all instruction, and the supervision and evaluation of certificated and classified staff. The Principal manages all aspects of the school operation, student attendance, discipline, activities, fiscal functions, communication with the school community and community partners, supervision of school in-service programs; as well as the planning, coordination, and directing of processes, procedures, activities and programs related to the administration of Emery Secondary School, and other related work as required.

Qualifications:

- Valid California Administrative Credential.
- Master's degree or higher in educational administration or a related field is desirable.
- Successful tenure teaching in a high school and working with high school curricula.
- Demonstrated skill in participatory management, shared decision-making and program planning.
- Deep knowledge of CCSS, NGSS, and ELD Standards
- Experience coaching staff in content and instructional strategies.
- Knowledge/Experience with Master Scheduling.
- Knowledge/Experience in differentiated instruction and intensive reading and math intervention.
- Experience in Site or District level leadership.
- Experience in facilitating discussions focused on equity and cultural pedagogy.
- Experience in facilitating teacher/parent collaboration.
- Experience/Ability to foster parent participation in school programs and activities.
- Ability to create a nurturing, safe environment.
- Fingerprint and tuberculosis clearances as required by law.

Work Year: 220 work days per year

Annual Salary: \$95,154 - \$124,532 annually
In addition to salary, an \$11,000 to \$24,000 annual contribution is made toward medical benefits.

Beginning Date: July 1, 2019

Application Deadline: Open until filled

Application Procedure: To be considered, the candidate must complete and return:

- A letter of interest addressing specific competencies for the position
- An EUSD Certificated Employment application form
- A resume with employment and educational background
- A copy of both sides of required degree and credentials
- Two (2) recent letters of reference, written within the last 12 months

Major Responsibilities – Please see the next page.

Major Responsibilities

The High School Principal's responsibilities include, but are not limited to the following and other duties as assigned

- Planning, development, organization, coordination, and supervision of instructional programs and activities; interpretation and implementation the District approved curriculum program in the light of individual school needs, ensuring compliance with the California Education Code, and EUSD Board Policies.
- Providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.
- Planning, organizing, implementing District professional and staff development and training; encouraging and supporting professional growth for all staff members; participation in own professional growth.
- Screening, selecting, assigning, supervising and evaluating performance of certificated and classified staff assigned to the school site.
- Provide input to the appropriate Manager for the evaluation of site staff under the direction of other district level managers.
- Assigning students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Attend Student Study Team and Individual Educational Planning meetings; maintain liaison with District student services personnel, including psychologist, speech therapists, nurses, etc.
- Planning, scheduling and supervision of student attendance, discipline and activities.
- Planning and implementation of school plans and organizational processes and procedures for the education, health, safety, discipline, and conduct of the students.
- Coordinate and direct communications, programs, services and information between administrators, faculty, staff, and parents, students, outside organizations, the public and various governmental agencies, to maintain effective community relations. .
- Maintaining effective parent relations by communicating with parents regarding all phases of the educational program.
- Coordinate communications between the central administration and the site, and interpret, support and implement District and State policies and procedures.
- Manage all fiscal functions. Develop and prepare the annual budget for the school site operations.
- Analyze and review budgetary and financial data, control and authorize expenditures as appropriate. .
- Administer grants, disbursements and related funds as required.
- Direct and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, budgets, incidents, accountability, financial activity, personnel, attendance and assigned duties; assure mandated reports are completed and submitted to appropriate agencies in accordance with established time lines and requirements.
- Other related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of: Curriculum, procedures, methods and strategies pertaining to the administration of a high school operation; State standards; curriculum and instruction; safety procedures; effective discipline and campus supervision and control methods; program and activity evaluation strategies and procedures; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Ability to: Communicate effectively, verbally and in writing; establish and maintain positive working relationships; plan, organize and coordinate the management functions and activities of a high school; demonstrate outstanding leadership; be flexible; analyze and define problems and issues, collect data, establish facts, and draw conclusions to develop appropriate solutions; understand and carry out directions with minimal accountability controls; manage multiple tasks; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. This position requires the ability to move about the work area and between work sites, to communicate clearly, and the ability to perceive the environment.

To obtain application forms and to access EmeryUSD job opportunities,
visit our website at www.emeryusd.org

Contact Human Resources for additional information:
4727 San Pablo Avenue • Emeryville, CA 94608 • 510.601.4915
Phone: 510.601.4915 FAX: 510.601.4913 Email: hr@emeryusd.org

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