



PLEASE POST

Posting Date: September 2, 2022
Closing Date: September 19, 2022

MONROVIA UNIFIED SCHOOL DISTRICT
2022-2023 School Year

Administrative Job Announcement

- TITLE:** Middle School Principal
- QUALIFICATIONS:** A minimum of three years of experience as a site-level administrator; teaching experience in grades 6-12; a valid California credential authorizing service in school administration; Master's degree from an accredited institution of higher learning and extensive graduate level course work in school administration
- DEFINITION:** The district seeks a principal who:
- Has the talent to (a) envision a world-class school; (b) communicate that vision; and (c) lead others to make that vision a reality.
 - Has the ability to establish, communicate and monitor high standards for all students, staff, programs and services.
 - Can provide leadership to move groups collaboratively toward a vision of excellence.
 - Has high ethics, models appropriate behavior for students and holds an admirable belief system.
 - Has the ability to apply keen organizational skills in order to plan, coordinate and implement the vision of excellence.
 - Has exceptional written and oral communication skills.
 - Has the ability to form positive connections with the community and develop productive partnerships.
- SALARY:** \$125,297 - \$132,874 (Based on a 217-day work year)

ESSENTIAL RESPONSIBILITIES:

- Provides instructional leadership by defining the vision for excellence, setting goals with measures and uses an accountability system.
- Provides leadership in curriculum development, supervision and evaluation of instructional personnel.
- Administers the school program in accordance with provisions of the Education Code, the California Administrative Code, Title V and local Board policies.
- Establishes a team perspective and buy-in for common vision with the middle school staff, students, district and Board.
- Fosters a climate of respect and achievement in students and staff.
- Provides a leadership presence, personally by maintaining high visibility and communicating articulately both in written and oral communication.
- Organizes well and delegates wisely; acts firmly and decisively while retaining a consultative style of management.
- Provides opportunity for review of policies and practices to ensure fidelity with vision and makes

decisions to move forward toward fulfillment of goals.

- Establishes rigor in academic programs, providing challenging course offerings and opportunities for all students.
- Maintains a visionary approach to creating, supporting and improving programs.
- Understands and utilizes student achievement data in order to analyze and modify instruction.
- Provides the structure, support and supervision for the evaluation and all classified and certificated employees on campus.
- Communicates clear rules for high standards of student behavior and enforces those rules consistently.
- Establish, distribute and expend within budgetary restrictions, financial resources.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

1. Mental ability to teach the skills; and skills and knowledge required to interpret and implement policies, rules and regulations, and make determinations relative to the effective performance of the essential responsibilities of the position.
2. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
3. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
4. Physical mobility sufficient to move about the work environment (office, District, school, site-to-site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations.
5. Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance.
6. Ability to see and read printed matter with or without vision aids.
7. Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
8. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds with assistance.
9. Manual dexterity to carry out the functions of the above essential responsibilities.
10. Ability to speak in audible tones so that others may understand clearly.
11. Ability to work indoor and outdoor.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Certificated Human Resources
Monrovia Unified School District
325 E. Huntington Drive
Monrovia, CA 91016**

(626) 471-2000