



IMPORTANT NOTICE. . .ANNOUNCEMENT OF VACANCY

INGLEWOOD UNIFIED SCHOOL DISTRICT

401 South Inglewood Avenue – Inglewood, California 90301 – (310) 419-2700

High School Principal
City Honors College Preparatory School
(Dependent Charter School)

12 Months Per Year

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent, serves as chief administrator of senior high school; maintains as effective instructional program; is responsible for the supervision of the school physical plant, the school budget, the certificated and classified staff and the student activity programs; maintains active relationships with the community; maintains close articulation with other educational levels.

DUTIES AND RESPONSIBILITIES:

The outcome of the High School Principal's job performance will be as follows:

1. Programs and operations of the school will have been appropriately and effectively managed, directed and supervised.
2. Curriculum development, master schedule and instructional methodology will have been effectively coordinated through appropriate school administrators.
3. Student guidance, records and testing programs will have been effectively coordinated and supervised through administrators.
4. Effective management toward the efficient and prudent distribution of available district funds will have been competently provided.
5. Associated Student Body funds, budget and expenditures will have been consistently and appropriately managed and monitored.
6. Effectively coordinated on-site personnel duties will have been directed toward the established goals of the school and the District.
7. An environment, which allows for optimum learning will have been provided and maintained.
8. The school's and the District's educational program will have been effectively interpreted to community agencies.
9. An ongoing plan for the meaningful articulation of the total high school program to the District junior high schools, as well as the universities and community colleges, and other youth serving agencies will have been consistently provided.
10. The Associated Student Body will have been satisfactorily organized and guided.
11. An effective and viable co-curricular program representative of the school and community needs will have been maintained.
12. Plant operations, maintenance, community utilization of plant, health and food services will have been coordinated and supervised through appropriate school administrators.
13. Reports and surveys will have been submitted in an efficient and timely manner to appropriate agencies.
14. Local, State and Federal mandated programs will have been appropriately established and basic requirements will have been consistently maintained.
15. Appropriate administration and management will have been provided in the interpretation and implementation of classified and certificated contracts.
16. Curriculum content as established by the Board of Education will have been effectively implemented and supervised.

Over...

17. Leadership will have been provided within the school's administrative team for appropriate professional growth and in-service training for management, teaching and classified staff members.
18. Effective leadership will have been provided for the development and implementation of the school's program of community relations.
19. Administrative authority will have been appropriately delegated and competently monitored to achieve management effectiveness.
20. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
21. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate District office/school personnel.
22. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions or its schools.
23. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
24. Appropriate data in support of the status of annual Objectives and Job Description elements will have been gathered.
25. Other duties assigned by the supervisor will have been effectively accomplished.

QUALIFICATIONS:

Credential:

Appropriate California Credential authorizing service as a high school principal.

Education:

M.A. or M.S. in education or related field.

Experience:

Minimum of four years credentialed service at the secondary level.

Desirable:

Five or more years teaching and administrative experience at the high school level.

PERSONAL QUALIFICATIONS:

Character, personality and proper social capability to relate effectively with staff, students and community. Demonstrated ability to work with a wide variety of community groups and organizations.

APPLICATION PROCEDURES:

EDUCATION WITH A PURPOSE STUDENTS WITH A FUTURE TEACHERS WITH A GOAL

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

HUMAN RESOURCES

June 23, 2011

INTERVIEW SCHEDULE:

LOCATION: ERNEST SHAW BOARDROOM

POSITION:

CITY HONORS HIGH SCHOOL PRINCIPAL

<u>Name</u>	<u>Time</u>
PANEL	7:30AM
Gina Tucker	8:00am
Joyce Rushing	8:35am
Douglas Howard	9:10am
Mashairi Muir	10:45am
Norma Martinez	11:15am
Frances Cardenas	11:45am

INTERVIEW PANEL LMEMBERS:

Peter Somberg – Inglewood Teachers Association Representative

Cal Pro. Representative

Ramona Wade – Parent – Adhoc Committee Member

Delores Ridgeway-Information Technology – Adhoc Committee Member

Charlotte Bell – Community Advocate – Adhoc Committee Member

Marsha Harris – Community Advocate – Adhoc Committee Member

Vicente Washington – Teacher – Adhoc Committee Member

Patrice Smith – Teacher – Adhoc Committee Member

Patrica Boyd –Teacher - Adhoc Committee Member

Sheryl Carter- Director of Adult & Career Vocational Education

Alesia Mayfield – Assistant Principal – Facilitator

HUMAN RESOURCES

June 27, 2011

INTERVIEW SCHEDULE:

LOCATION: SUPERINTENDENT OFFICE

POSITION: CITY HONORS HIGH SCHOOL PRINCIPAL- SECOND ROUND

<u>Name</u>	<u>Time</u>
PANEL	4:30PM
Douglas Howard	5:00pm
Joyce Rushing	5:30pm
Gina Tucker	6:00pm

INTERVIEW PANEL MEMBERS:

Gary McHenry – Superintendent – Panel Member

Alan Young – Associate Superintendent Academic Services – Panel Member

Monalisa Hasson – Assistant Superintendent – Human Resource – Panel Member

Robert Guillen – Chief Operations Officer – Panel Member

William Carter – Chief of School Police – Panel Member

June 22, 2011

Gina Tucker-Williams
5825 Bowcroft Unit 2
Los Angeles, CA 90016

Re: Interview for City Honors College Charter Preparatory School

Dear: Ms. Gina Tucker-Williams

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 8:00am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

June 22, 2011

Joyce D. Rushing
435 E. 138th Street
Los Angeles, CA 90061

Re: Interview for City Honors College Charter Preparatory School

Dear: Ms. Joyce D. Rushing

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 8:35am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

June 22, 2011

Douglas Howard
14701 Winnipeg Circle
Fontana, CA 92336

Re: Interview for City Honors College Charter Preparatory School

Dear: Mr. Douglas Howard

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 9:05am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

June 22, 2011

Mashairi M. Muir
6709 LaTijera Blvd. #327
Los Angeles, CA 90045

Re: Interview for City Honors College Charter Preparatory School

Dear: Dr.. Mashairi M. Muir

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 10:45am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

June 22, 2011

Norma Martinez
1803 W. 245th Street
Torrance, CA 90501

Re: Interview for City Honors College Charter Preparatory School

Dear: Mrs. Norma Martinez

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 11:15am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

June 22, 2011

Frances Cardenas
1909 West Workman Avenue
West Covina, CA 91790

Re: Interview for City Honors College Charter Preparatory School

Dear: Ms. Frances Cardenas

Thank you for your interest in the aforementioned position with the Inglewood Unified School District.

We are pleased to inform you that you have been selected to be interviewed for this position on the following date:

Date: June 23, 2011

Time: 11:45am

Inglewood Unified School District – **Ernest Shaw Boardroom**

Human Resources Division

401 S. Inglewood Avenue, Inglewood, CA 90301

If you have any questions regarding your interview, please call Natusha Patterson in our Human Resources office at (310 419-2747).

Sincerely,

Monalisa Hasson, Ed.D.
Assistant Superintendent
Human Resources Division

FINAL RANKING SHEET

DATE: JUNE 27, 2011

POSITION: CITY HONORS COLLEGE PREPARATORY
CHARTER SCHOOL PRINCIPAL

ROUND TWO

Name of Candidate	Panel						Final Ranking					
	GH	AY	MH	RG	WC							
PANEL												
DOUGLAS HOWARD												
JOYCE RUSHING												
GINA TUCKER												

Signature

Date

Human Resources

FORCED RANKING OF CANDIDATES

POSITION INTERVIEWED FOR: **Principal – City Honors College Preparatory Charter School**
CANDIDATE'S NAME

1. Gina Tucker

2. Joyce Rushing

3 Douglas Howard

4. Dr. Mashairi Muir

5. Norma Martinez

6. Frances Cardenas

7.

8.

9.

10.

COMMENTS:

INTERVIEWER: _____

DATE: June 23, 2011